DOCUMENT RESUME

ED 218 756 EA 014 784

TITLE Administrative Policy Manual of the New York State Education Department. 1982 Edition.
INSTITUTION New York State Education Dept., Albany.
PUB DATE 82
NOTE 91p.; Portions of sample administrative forms may not reproduce due to small print of original document.

EDRS PRICE MF01/PC04 Plus Postage.
DESCRIPTORS *Administrative Organization; *Administrative Policy; Affirmative Action; Confidential Records; Data Processing; Financial Policy; Information Storage; Institutional Characteristics; Lawyers; Office Management; Offices (Facilities); Personnel Policy; Policy Formation; Publications; Public Relations; Purchasing; *Records (Forms); *State Departments of Education
IDENTIFIERS *New York State Education Department

ABSTRACT

This manual presents information, policies, and practices regarding the administrative organization and management of the New York State Education Department. Each unit of the department is briefly described and its policies and practices outlined. Forms with which department employees should be familiar are included along with names of staff members who can answer questions regarding their use. The units for which policies are presented include the offices of counsel, public information, policy analysis, affirmative action, and personnel and labor relations; the division of education business management services, comprising the office services section, the building and grounds maintenance section, the bureau of publications, the bureau of administrative analysis, and units responsible for space planning, design, and coordination of capital construction; the division of electronic data processing; and the division of fiscal management. Several general executive policies applicable to the entire department are also included. (Author/PGD)

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Administrative Policy Manual

of the

New York State Education Department

1982 Edition

EA 014 784

The University of the State of New York
The State Education Department
Albany, New York

Administrative Policy Manual

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The State Education Department does not discriminate on the basis of age, color, creed, disability, marital status, veteran status, national origin, race, or sex. This policy is in compliance with Title IX of the Education Amendments of 1972.

The University of the State of New York
The State Education Department
Albany, New York

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Foreword

The purpose of this Manual is to present information, policies and practices regarding the administrative organization and management of the New York State Education Department. All staff are expected to be familiar with its contents.

The Manual outlines the policies and practices of each unit, with a brief descriptive statement of the unit at the beginning of each section. Following a unit's area of policies and procedures, where applicable, is a section which contains the unit's forms with which Department staff should become familiar. This section will also include the name and/or telephone number of an employee in the unit who will be able to answer questions concerning the form's use.

The two areas in the Manual combine to present employees with an understanding of the Education Department's administrative functions and how to best implement proper forms to correctly achieve desired objectives.

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Executive Policy - General

COVERAGE IN ABSENCES OF COMMISSIONER AND EXECUTIVE DEPUTY COMMISSIONER

Inevitably, there will be times when the Commissioner is absent from the office and cannot be reached, such as during vacation, illness or trips out-of-state. During these periods, the Executive Deputy Commissioner has the authority to act in the Commissioner's absence. In the event that occasions may arise when neither the Commissioner nor the Executive Deputy Commissioner is present to respond to some matter requiring immediate attention which cannot easily be referred to a specific person for execution, the incumbents of the following positions, in the order in which the positions are listed, have been designated as responsible for coordinating and obtaining a Department response from the appropriate individuals in charge of the area in question:

Associate Commissioner for Administration
Deputy Commissioner for Legal Affairs
Secretary to the Board of Regents

The incumbents of these positions, if it is necessary for them to act in these circumstances, will not be in the line of authority existing from the Commissioner and the Executive Deputy Commissioner to the Deputy and Assistant Commissioners. Their mission will be to receive information or requests, to see that all of the appropriate individuals are notified to respond to the situation or to supply the information needed, and when necessary, to coordinate the response. The main reason for selecting these positions is that the incumbents have extensive knowledge of the Department and can quickly identify who should be involved in the response. In all cases, a report will be made by the individual coordinating the response upon the return of the Commissioner or the Executive Deputy Commissioner.

SERVICE OF STAFF MEMBERS ON LEGISLATIVE OR EXECUTIVE COMMITTEES, COMMISSIONS, BOARDS, ETC.

The appointment of members of the staff of the State Education Department to Federal, State, interstate, or local governmental legislative or executive committees, commissions, boards, etc., requires the approval of the Commissioner of Education. The approval will prevent possible conflict of interest and will guarantee the most effective utilization of Department manpower. Appointments received directly by an individual staff member will be forwarded through the appropriate Deputy Commissioner to the Commissioner of Education for formal approval. Where possible, requests for nominees, recommendations for appointment by officers and individuals outside the Education Department should be addressed to the Commissioner of Education rather than to the individual concerned.

CANDIDACY FOR PUBLIC OFFICE

Although Department employees are encouraged to participate in the civic affairs of their community, employees running for public office must assume a special responsibility to scrupulously separate their campaign activities from their work responsibilities so as to protect both themselves and the Education Department from potential criticism. Certain elected public offices may be incompatible with the responsibilities of an employee's position in the Department. In these cases, the employee must resign his or her position with the Department prior to assuming public office. Employees considering candidacy for public office should review the "Extra-Department Employment - Ethics and Standards of Conduct" section of this Manual (located under Office of Personnel and Labor Relations - Division of Personnel), as this policy defines the criteria which will be used in evaluating conflict of interest issues.

Employees considering running for public office must:

1. Notify their supervisor, in writing, of their intention to run for public office and specify what office.

2. Indicate whether or not campaign activity will require time away from the job:

   a. If campaign activities will require only a small portion of time away from the job, employees should request the use of annual leave or personal leave accruals as far in advance as possible. Supervisors should make every effort to approve such leave.

   b. If an employee's campaign schedule will necessitate considerable absences, the employee should request a leave without pay from Labor Day to Election Day or, in the case of primary elections, for a month before the date of the primary. Candidates for full-time political office will normally be required to take a leave of absence.

3. Employees elected to full-time public office or to any office which would present a conflict of interest are required to resign their position with the Education Department upon the assumption of that office.

COORDINATION OF PROPOSALS REQUIRING OUTSIDE SUPPORT

Increasingly, members of the staff are taking advantage of the availability of funds outside the Department (for example, the Federal Government, National Science Foundation, private philanthropic organizations) for the support of special research projects, action programs and program development. The Department is pleased with the creativity exhibited by staff in seeking new sources of funds and with the opportunity to add to our resources. On the other hand, the volume of this activity has grown to such proportions that the best judgment of the Department must be brought to bear on four important considerations by which every proposal for an outside grant should be screened:

(1) Have the various subject matter specialists or units been apprised of the project so that they have depth of understanding of the purposes and requirements of the project and that their full cooperation is insured?

(2) If it is a research proposal, has the Office of Research and Evaluation been involved so that the research procedure has validity and integrity?

(3) Has the Office of Administrative Services been consulted to see that appropriate fiscal allocations have been made for administrative purposes?

(4) Has a judgment been made that the proposal is one which will enhance the Department's status, fulfill more meaningfully its purpose and add in some way to the benefit of our constituency, the people of the State? Conversely, is the proposal one which will distract us from accomplishing existing mandates or divert regular personnel from the performance of essential responsibilities?

The Office of the Executive Deputy Commissioner has the responsibility for coordinating such proposals during the entire process from their inception through development and forwarding to the Commissioner for final approval.

All plans to apply for outside support must be cleared through appropriate management channels and with the Executive Deputy Commissioner. This office shall coordinate the various interests of the Department as the proposal takes shape and the executive Deputy Commissioner shall screen the proposal in its final form before it is submitted to the Commissioner for signature.

ANSWERING LETTERS

It is incumbent upon the Education Department to maintain good public relations through correspondence. Delayed replies or acknowledgements to correspondence many times result in ill will toward the Department. To this end, every letter should receive an answer within ten days; if a complete reply is not possible, a statement should be sent to the effect that consideration is being given and that a complete reply will follow.

Letters addressed to the Commissioner of Education which have been referred to operating units by the Commissioner's Office for answering must be answered or acknowledged within 48 hours of receipt by the unit.

USE OF ABREVIATION "MS."

The abbreviation "Ms." has been developed to be used in salutations and other forms of communication to women rather than "Miss" or "Mrs." In this way, women are distinguished from men, but are not put in single or married categories. There is a growing acceptance of this abbreviation as evidenced by its inclusion in various manuals and curriculums.

In keeping with this trend, there will be no objection to the use of "Ms." in Department correspondence, except in cases where the person to whom it is being applied has indicated she prefers "Miss" or "Mrs." or has included "Miss" or "Mrs." as part of her identification.

Office of Counsel

The Office of Counsel provides general legal advice and assistance to the Regents, the Commissioner and the staff of the Department, as well as providing legal advice and assistance on educational matters to local districts and the public. This office also prepares legislative proposals for the Board of Regents; represents the Regents, the Commissioner and the Department in litigation; prepares the decisions of the Commissioner in appeals brought pursuant to Education Law section 310; prepares amendments to the Rules of the Regents and the Regulations of the Commissioner; prepares and approves all Department contractual agreements; and recovers funds owed the Department.

PREPARATION OF CONTRACTS

Only the Commissioner of Education. the Executive Deputy Commissioner of Education, the Counsel and Deputy Commissioner for Legal Affairs, the Deputy Counsel and the Assistant Counsel are authorized to sign contracts, memoranda of understanding, or any other written promise to pay or incur a financial obligation, except certain form documents submitted to the Department of Audit and Control. No one except the Commissioner of Education (as President of The University) or a fiscal agent designated by the Commissioner is authorized to sign any contract, etc., on behalf of The University. Contracts and agreements should be submitted through Budget Coordination or in accordance with the procedure contained in the portion of the manual relating to the Bureau of Fiscal Management.

AMENDMENTS TO THE RULES OF THE BOARD OF REGENTS AND THE REGULATIONS OF THE COMMISSIONER OF EDUCATION

Materials relating to amendments to the Rules of the Board of Regents or to the Regulations of the Commissioner of Education fall into four major categories.

(1) Materials for transmittal to the Board of Regents - Such materials provide the necessary explanation and information for the Regents to consider the proposed amendment.

(2) Materials required by section 202 of the State Administrative Procedure Act - These materials are prepared for publication in the State Register in order to provide public notice of proposed rule-making activity and to solicit public reactions.

(3) Materials required by section 101-a of the Executive Law — These materials are intended to apprise the Legislature of proposed rule-making activity by State agencies.

(4) Materials required by Executive Order No. 100 - A regulatory impact statement must be prepared analyzing the effects of and need for proposed rules and regulations.

Detailed instructions, including a timetable, for the preparation of materials relating to amendments to the Regents' Rules and Commissioner's Regulations have been widely circulated. Completed materials should be forwarded through the proper channels to the office of the appropriate Deputy Commissioner, in each of which one individual has been designated to coordinate rule-making activities. Questions concerning the preparation of materials should be referred to such individuals, who will in turn seek the assistance of the Office of Counsel if the need arises. After approval by the Deputy Commissioner, the materials are forwarded to the Office of Counsel for review, filing with the proper agencies, and transmittal to the Commissioner for submission to the Regents.

Office Of Public Information

The Office of Public Information is responsible for developing a comprehensive information program to interpret the activities of the Board of Regents and the Education Department. It works largely through the mass media, including daily and weekly newspapers, radio and television, to keep the general public informed. The magazine, "Inside Education," is designed to communicate with the education profession. In addition, the office works with SED staff to resolve specific public relations problems, assists local school districts in improving their community relations, maintains liaison with other educational organizations and monitors press clippings and other channels of feedback.

ANNUAL REPORT OF THE DEPARTMENT

PURPOSE: The purpose of the Annual Report is to present to the Board of Regents, the Governor, the Legislature and the people of the State, the highlights of major activities of the State Education Department for the preceding school year. No attempt is made to catalogue every activity of the Department.

RESPONSIBLE UNIT: The Director of Public Information will be responsible for developing the Annual Report with the assistance of all members of the Department. The actual writing of the report shall be under the immediate supervision of the Director.

ASSEMBLING MATERIALS: Deputy or assistant commissioners are responsible for deciding what activities within their respective jurisdiction warrant inclusion in the Annual Report of the Department. They will follow such procedures as are deemed advisable. The Executive Deputy Commissioner will be responsible for those activities for which the Commissioner and the Executive Deputy Commissioner assume direct responsibility.

Information to be submitted to the Director of Public Information may, in many cases, consist of exhibits of materials already prepared and describing the activity concerned. In some cases, it will be necessary to write material in capsule form for inclusion in the report.

Cabinet members may assign members of their staffs to coordinate the gathering of materials. Charts, diagrams and other visual presentations are invited, particularly when these give a quick and ready view of an activity and its value.

PRESS RELATIONS

Creating better public understanding of the Department's varied activities is a responsibility of each staff member. The Office of Public Information stands ready to assist all staff members in this endeavor and to coordinate all publicity. The function of this office is not to isolate staff members from the press or to act as a buffer. Rather, it serves to expedite the flow of information between the Department and the media; to put representatives of the press in contact with the proper person within the Department. The office prepares a steady flow of news and feature releases describing programs and policies for daily and weekly newspapers, and schedules news conferences when appropriate.

It is the desire of the Department to have full and open relations with the communications media and their representatives. Where the initiative comes from the press, all personnel are expected to cooperate. When the initiative comes from within the Department, this should be channeled through the Office of Public Information.

In brief, the Department's position is that in handling requests from news media all personnel are expected to give full, complete and unbiased cooperation. All questions should be answered fully, promptly and accurately if the individual has the facts and is fully informed of Department policy.

Two guidelines apply to this area: on questions dealing with specific programs or factual materials, the person most directly involved with the details of the project should act as the Department's spokesperson; on matters dealing with Department policy, the representative should be the top unit administrative officer with responsibility for the policy in question. (See also, Freedom of Information Law-Division of Education Business Management Services, this manual).

INSIDE EDUCATION

The purpose of INSIDE EDUCATION is to keep educators and concerned citizens better informed of new developments in education throughout the State. It serves as an idea exchange or disseminator of worthwhile ideas. To this end, it is sent without charge to schools, colleges, libraries and other educational institutions and to select groups of community leaders.

Units or individuals involved in projects of interest should contact the Office of Public Information to discuss story possibilities.

Office for Policy Analysis

The Office for Policy Analysis provides staff services to the Commissioner and Executive Deputy Commissioner in the identification, analysis and research of high priority policy issues. It initiates and monitors special projects that have an impact on Department policies; provides continuing program planning and evaluation throughout the Department; and plans, develops and disseminates statistical information on education.

The Office is comprised of four basic units: the Office of the Assistant Commissioner for Policy Analysis, the Information Center on Education, the CETA Coordination and Linkage Unit, and ad hoc Special Projects, as needed. All units report to the Assistant to the Commissioner for Policy Analysis.

POLICY ANALYSIS

A. Office of the Assistant to the Commissioner for Policy Analysis

1. Performs as staff officer to the Commissioner and the Executive Deputy Commissioner.
2. Advises the Executive Group on matters related to the Department's program planning and evaluation.
3. Organizes Department-wide task forces to review specific issues as requested by the Commissioner and Executive Deputy Commissioner and reports to them.
4. Assists units in the Department to develop and enhance program planning and evaluation capabilities. Designs procedures for the measurement of outcomes and the evaluation of objectives and strategies for Department programs. Performs related evaluations and follow-up procedures.
5. In collaboration with other units in the Department, annually prepares draft of the Regents Program Direction Statement, the Legislative Brochure, policy statements of major programs and related recurrent items.
6. Provides planning and evaluation support for ESEA Title V-B programs.

B. CETA Coordination and Linkage Unit

1. Negotiates agreements and coordinates performance with the New York State Department of Labor. Acts as a single contact point for the Department of Labor.
2. Develops a comprehensive plan for the Department's involvement in CETA to assure that linkage activities are developed and that there is integration of the various Department activities in behalf of CETA.
3. Evaluates the Department's overall effort with respect to CETA, and ensures that individual linkage projects have made appropriate provisions for evaluation.
4. Trains and coordinates the activities of personnel drawn from the various units of the Department that are operating CETA projects, in order to identify prime sponsor needs for linkage activities. Assists those units in developing plans in response to identified needs.
5. Reviews and makes recommendations on State and Federal legislation affecting both linkage activities and the CETA program itself.

C. *Special Projects*

These are ad hoc units established for the duration of a given research or developmental activity. They are usually designed to be funded on a short-term basis (less than three years), expiring at the completion of their assigned task. The functions performed by project staff at any given time depend on the state of development of each project. The major projects in operation during 1981 and 1982 are:

1. Teaching as a Profession:

   a) On the basis of legislative action, review existing plans and commence implementation of the legislative mandate so that organizational structures may be created, legally established, programmed, and made fully operational.

   b) Review recommendations from Department staff and from field concerning ways of implementing the separate items of the Teaching as a Profession project.

   c) Disseminate information and response to inquiries concerning the contents of the Regents Teaching as a Profession proposal and the implementation plan.

2. *Youth Employment Policy:*

   a) Organize a Department task force to assist the Commissioner and Executive Deputy Commissioner in the identification of issues related to the Department's youth employment policy and on recommendations concerning Regents policy and Department programs.

   b) Draft the proposed Regents policy paper as a starting point for the establishment of a Regents Policy.

   c) Develop coorinating mechanisms that may be necessary to implement Regents youth employment policy.

D. *Information Center on Education*

1. Identifies, implements, and operates data systems in all areas of education.
2. Coordinates and monitors all data collection procedures within the Department.
3. Collects and disseminates data relating to public and nonpublic education to units within the Department, other branches of government, and appropriate agencies.
4. Ensures compliance by all educational institutions in the State with Federal and State information requirements.

OPERATING POLICY CONCERNING INFORMATION CONTAINED IN THE FILES OF THE HIGHER EDUCATION DATA SYSTEM

1) The Director of the Information Center on Education, subject to the general provisions of this statement, will be responsible for the information contained in the files of the Higher Education Data System.
2) Statistical data, in summary form or by individual institution, and except as noted below, will be made available to users within and outside of government upon request, subject to the limitations of time and manpower.
3) Information contained in the Higher Education Data System files, which can be related directly or indirectly to an individual, will not be used outside the Department's files and will not be released for use by any other agency, public or private, unless the requestor has obtained prior permission for such use from each individual affected. (See also, Freedom of Information Law, Bureau of Business Management Services, this Manual.)

OPERATING POLICY CONCERNING INFORMATION CONTAINED IN THE PERSONNEL FILES OF THE BASIC EDUCATIONAL DATA SYSTEM

1) The Director of the Information Center on Education, subject to the general provisions of this statement, will be responsible for the Personnel File of the Basic Educational Data system.

2) Statistical summary data involving no problems of confidentiality will be made available to users within and outside of government, upon request, and subject to the limitations of time and manpower.
3) The social security number of an individual will not be used outside the Department's file and will not be released for use by any other agency, public or private.
4) Names of individuals may be released to bona fide professional organizations for the purposes of serious, educationally related research.
5) Demographic information and professional characteristics associated with names of individuals will be released only after the persons requesting it have obtained prior permission from the individual for its use. In addition, information so supplied must be treated confidentially, and may not be released to any other person or agency, public or private. (See also, Freedom of Information Law, Business Management Services Unit, this manual.)

DATA COLLECTION FORMS CONTROL

The Information Center on Education is responsible for the coordination of all data collection proedures within the Education Department. As a part of that responsibility, the Information Center will review and approve all data collection instruments to be used by Education Department units (or those prepared by contractors to the Education Department). Forms for machine processing are approved by the Division of Electronic Data Processing but should be submitted through the Information Center on Education. Not included under this jurisdiction are forms internal to the Education Department. (See also, Forms Control - Internal, Business Management Services Unit, this manual.)

Data collection instruments should be submitted to the Information Center by the appropriate Cabinet officer. The purpose of the review is to assure that:

1) Data requests conform to policies of the Department;
2) Data requests are not duplicative;
3) Questionnaires are in clear and logical form; and
4) The Department has the capability to process the information, if machine processing is to be employed. Should the Information Center withhold the clearance of any form, the unit requesting the form may appeal for approval to the Commissioner.

Affirmative Action Office

The Affirmative Action Office is responsible for the revision, development and continuous review of the Department's affirmative action policies and programs. This includes the assurance of compliance with State and Federal requirements both within the Department and with the various Department constituencies operating under the aegis of the Board of Regents. The Office is key in directing recruitment, monitoring and compliance activities as well as advising in program areas concerned with the delivery of educational services to protected class students. The Office also serves as coordinator for Tit1e IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973.

AFFIRMATIVE ACTION PLAN

The Affirmative Action Office has the responsibility for annually revising the Department's comprehensive Affirmative Action Plan. The annual revisions are distributed to all employees and other interested parties. The Affirmative Action Plan is an integral part of the overall personnel management program. It contains policy statements which reflect the Department's nondiscrimination posture as it relates to minorities, women, Vietnam era veterans, disabled persons and others who have been subject to discrimination in the past. It also contains goals, objectives, programs and activities directed toward providing a greater degree of participation of protected class individuals in the Department's work force. The Plan applies to all appointments, separations and other personnel transactions under the Department's control, in all jurisdictional classes and geographic locations.

Each employee of the State Education Department shares in the responsibility for the implementation of the Affirmative Action Plan.

COMPLAINTS OF DISCRIMINATION

The Affirmative Action Officer bears the immediate responsibility for providing confidential consultive services to employees who believe that they have been the victim of discrimination. The Officer will interview the employee, and investigate the complaint. The complaint process applies to all allegations of discrimination in employment based on race, color, national origin, age, sex, marital status, religion, mental or physical disability or Vietnam Era Veterans status.

If the Affirmative Action Officer is unable to resolve the complaint and determines that there is probable cause for a charge of discriminatory practice, a written report of all findings will be immediately prepared for the Commissioner of Education's review. The Commissioner may decide to interview the employee and will do so at the employee's request, along with other parties involved in the complaint. The Commissioner will render a written decision to the employee within 30 calendar days of the receipt of a finding of probable cause from the Officer.

If the Affirmative Action Officer determines no probable cause, the employee and the Commissioner of Education will be notified of this determination. If the complainant, after consultation, is not in agreement with the determination, an appeal may be brought to the Commissioner of Education, or a complaint may be filed with the New York State Division of Human Rights, the Federal Equal Employment Opportunity Commission, employee organizations, U.S. Justice Department/Office of Civil Rights or through judicial processes.

In the event that complaints are filed directly with the Division of Human Rights or the Equal Employment Opportunity Commission, or other regulatory agencies, the Affirmative Action Officer will be so informed and instructed to attempt resolution through Departmental procedures.

Because of the size of the Department, Human Rights Grievance Committees have been established in Albany, Buffalo and New York City to supplement the services of the Affirmative Action Officer. The committees provide assistance to employees who cannot readily receive assistance from the Affirmative Action Officer. They provide confidential consultative services to Department employees so that employees may decide for themselves the best course of action.

Details concerning the Human Rights Grievance Committees and a list showing names and addresses of committee members are included in the Affirmative Action Plan. A complete description of the complaint process is also contained in the plan.

Office of Personnel and Labor Relations

The Office of Personnel and Labor Relations is responsible for maintaining harmonious and productive employee relations, providing for the training and development of staff and administrative personnel to strengthen their capabilities and enhance their effectiveness, administering the Performance Evaluation Programs, overseeing the grievance and disciplinary procedures, and providing a variety of personnel management services.

DIVISION OF PERSONNEL

The Division of Personnel establishes positions at proper salary grades, recruits, examines and selects the best available people to staff the Department.

The Division of Personnel also maintains several employee benefits programs; processes the Department's payroll; maintains and disseminates personnel information needed for management decisions; and provides support and assistance in the processing of grievances and handling of disciplinary action.

Employee Relations

The New York State Public Employees' Fair Employment Act (the Taylor Law) gives public employees the right to join or refrain from joining employee organizations. It requires public employers, including the State, to negotiate collectively with certified employee organizations in

the determination of terms and conditions of employment. Employees of the Department, aside from those serving in titles designated as managerial or confidential, are assigned to one of the five following negotiating units:

Unit	General Composition	Represented By
Administrative Services	Personnel engaged in clerical operations and those in closely supervised technical positions	Civil Service Employees Association, AFSCME
Institutional	Personnel who participate in recreational, educational, vocational and social programs designated to aid in rehabilitating the physically or mentally handicapped and those engaged in other paramedical activities or in food distribution or domestic services in institutions.	Civil Service Employees Association, AFSCME
Operational Services	Personnel engaged in the performance of a craft or in skilled or semi-skilled manual labor	Civil Service Employees Association, AFSCME
Professional, Scientific and Technical Services	Personnel with professional, scientific or technical duties	Public Employees Federation, AFL-CIO
Security Services	Personnel engaged in the protection of persons and property or the enforcement of safety standards	Security Unit Employees, Council 82, AFSCME, AFL-CIO

The Office of Personnel and Labor Relations bears primary responsibility for acting on behalf of the Department in its dealings with the employee organizations certified as the representatives of one or more of the above negotiating units. In addition to the State's agreements with these representatives, from time to time the Department reaches written "understandings" with these employee organizations, which cover employment issues unique to the Department. It is important for supervisory staff to maintain current copies of these contracts and agreements and to be familiar with their contents in view of the need to make a good-faith effort to comply with all of their provisions.

Joint Labor-Management Committees meet regularly to serve as a vehicle for resolving problems relating to general conditions of employment and the continued improvement of public services furnished by the Department.

The Office of Personnel and Labor Relations also administers the Department's grievance and disciplinary procedures. It is important to note that the State's agreements with the certified employee representatives contain provisions which cover these procedures, too.

Grievances can involve either a dispute concerning the interpretation, application or claimed violation of specific provision of one of the State's agreements with a certified employee organization or a dispute about a term or condition of employment not covered by the agreements but arising out of an action within the scope of authority of the Commissioner. Managers should refer to the appropriate Unit Agreement for the procedures on the proper disposition of grievances.

Any supervisor who needs advice on how to handle a grievance should consult the Office of Personnel and Labor Relations for instructions.

STAFF TRAINING AND DEVELOPMENT

Employees bring to the job an unequal distribution of skills and knowledge required for handling their jobs effectively. Supervisors have the duty to see that employees are taught how to do their work effectively. Therefore, it is important for each employee and supervisor to analyze the formal education, work experience and training programs the employee has completed to determine areas in which training and development activities would be beneficial to job performance and career growth. Once this is accomplished, a training plan should be developed for each employee, utilizing departmental and other resources available.

The Training Section of the Office of Personnel and Labor Relations provides counseling services and administers several training and development activities. Some of the major activities are as follows:

Self-Learning Resources Center: This is a self-instructional facility located in Room 209 of the Education Building. It is available for use by State employees during the hours of 8:00 a.m. through 4:00 p.m., Monday through Friday. The Center provides a wide range of self-instructional materials from steno-clerical skills, mathematics and accounting to communications, electronic data processing and supervisory/management practices.

To use the Center an employee completes an application, Form SC-1, obtains supervisory approval and arranges a schedule consistent with workload. A catalog listing of all of the programs offered is available in each office of the Department and in the Center.

Inservice Training Courses: From time to time the State Education Department conducts formal training courses in such areas as "Reading Improvement," "Customer Contact," "Grievance Workshops," etc. These courses are management-directed activities geared to the special needs of the Department. A Training Notice and Nomination Form, PD-144, is sent to appropriate offices. The office head submits nominations to the Training Section.

Civil Service Training Courses: These courses are also management-directed activities but are conducted by the Department of Civil Service and are geared to the needs of the State. Training Notices and Nomination forms, PD-144, are sent to the appropriate Division Director or equivalent, who submits nominations to the Training Section. Types of courses offered include management, supervision, trades, communications, secretarial-clerical and others.

Additional Training and Development Programs: Employee organizations have negotiated for training programs for State employees. These training programs include:

Tuition Support Program: Provides 50% reimbursement for college credit courses as well as institutes, seminars, etc.

Training Courses: These are similar to the Civil Service training courses but are usually held at local colleges during the late afternoon or early evening. Announcements are posted for these courses which are held during the spring and fall terms.

Education Leave: This is a program which provides that permanent employees may be granted full-time or part-time leaves with pay to study at approved institutions provided that a specified amount of vacation credits are used with the leave. Employees must receive prior approval for such leaves and must submit satisfactory proof of successful completion of work to the Training Section within 60 days following return to duty. Ordinarily this type of leave is granted for full-time study at summer schools, but it also may be granted for part-time study when employees take courses pertinent to their present positions or for career growth within the Department.

Special Study and Consultative Leaves: Special Study and Consultative Leaves, without pay for a period not to exceed one year, may be granted to permanent employees to tender consultative or research services for which compensation is received. In unusual circumstances where the services of a member of the Department might be presumed to be uniquely necessary for widespread educational improvement or where national interest may be affected, extended leaves without pay may be granted to permanent employees. Such leaves will be granted by the Commissioner only on the written recommendation of the appropriate Deputy Commissioner or other officers reporting directly to the Commissioner.

For additional information concerning the leaves listed above or for information concerning any other training and development leaves or programs available to Education Department employees, contact the Training Section.

Educational Staff Development Assistance Program: This Department's tuition assistance program provides for 100% assistance for tuition and approved fees for college credit educational activities to the extent of available funds for this purpose. Included are such optional learning arrangements as the Regents External Degree Program and Empire State College. Professional conferences, institutes, seminars, etc., are not covered by this program.

The Educational Staff Development Assistance Program is a supplement to the inservice training and off-the-job training programs of the Education Department. It is intended to encourage job-related self-development to improve the competence of Department employees to help meet the objectives and goals of the Department. The program may focus on improving the ability of Education employees to perform the duties of their present positions or to prepare them for Department jobs they can reasonably be expected to assume in the future. The program may also provide assistance where an employee's educational activity is a part of the Department's formal management development program.

Applications must be received in the Training Section by no later than five work days after the starting date of the educational activity. Prompt submission on Form PD-142 (4/74), Tuition Assistance Application Form and Authorization Notice and adherence to the deadline is to the employee's benefit.

All approved applications, no matter what priority, will receive 100% of the allowed costs for tuition and fees (up to the limits of available funds). Except for first priority approvals, recipients must pay the tuition costs and be reimbursed after successful completion of the educational activity.

First priority approvals only will be granted time off for courses during. working hours. Other approvals must charge their leave credits or adjust their work schedules within the limits of the Department's Flexible Work Hours plan. For additional information, contact the Training Section.

APPOINTMENTS AND PROMOTIONS

Whenever appointing officers are considering candidates for appointment, including candidates on Department promotion eligible lists, they must make a reference check before a final appointment commitment is made. In many cases this merely entails telephoning the last or current supervisor of the candidate. In all cases, candidates interviewed for positions should be asked to provide references who should be *telephoned*. Appointing officers may make these reference checks themselves or ask the Personnel Office to do so. (As a general rule, we do not recommend that written references, including college placement files, be relied upon.)

Whenever an appointing authority recommends a candidate for appointment or promotion a completed Form PD-20, Recommendation for Appointment or Promotion, must be sent to the Di-

vision of Personnel Transactions Unit, Room 374, EBA, by the Thursday of the week preceding the pay period during which the transaction is effective.

SEPARATIONS AND LEAVES

Whenever an employee resigns, is terminated, retires or goes on leave, an appointing authority must send a completed Form PD-21, Report of Separation or Leave of Absence, to the Division of Personnel Transactions Unit, Room 374, EBA, by the Thursday of the week preceding the pay period during which the transaction is effective.

NEW EMPLOYEE ORIENTATION

It is imperative that all new permanent employees of the Department attend the orientation meetings scheduled and held by the Division of Personnel. At these meetings new employees are acquainted with the Department and also sign up for various employee benefits, such as health insurance coverage. If employees do not sign up for these benefits when they begin working in the Department they will not be covered and may encounter difficulty in picking up coverage at a later date.

ON THE JOB

The employee handbook for the Education Department is *On the Job,* issued by the Division of Personnel. This handbook is distributed to new employees at the orientation meeting or is available from the Division of Personnel. It gives an overview of the history and functions of the Education Department and outlines the Department's personnel policies and procedures.

PROBATIONARY PERIOD EVALUATION REPORT

Supervisors receive one Minimum, one Intermediate and one Maximum Probationary Report for all new employees. The probationary terms will automatically continue to the maximum limit, unless the appointing authority gives earlier written notice to the employee that probation has been successfully completed. Such notice can be given only after the minimum period.

The general probationary term for open-competitive appointments and original appointments in the non-competitive, exempt and labor classes will be a minimum of 26 weeks and maximum of 52 weeks. For certain professional educator and scientific titles the term is 12 to 78 weeks - check with the Personnel Office for exact titles.

For promotions and transfers, the term will be a minimum of eight weeks and a maximum of 26 weeks for positions at Grade 13 and below and 12 to 52 weeks for positions at Grade 14 and above.

LEAVES

It is Education Department policy to grant certain types of leaves to its employees. Rules governing accumulation and use of leaves may be found in *On The Job,* a handbook of Division of Personnel policies and regulations.

FLEXIBLE HOURS

The State Education Department is currently operating a flexible hours work schedule for most employees in Albany offices. Under flexible hours, employees must work 7 1/2 or 8 hours each day, but within administrative constraints and subject to final supervisory approval, are allowed to have independence in establishing their arrival and departure times and the length of their lunch periods.

OVERTIME

Under the rules and regulations issued by the Director of the Division of the Budget, the majority of employees in salary grades 1 through 18 who do not have regular field duties are eligible to receive overtime. Employees who work a 37½ hour week will receive compensatory time for the first 2½ hours of overtime. Overtime earned over 40 hours per week will be paid for at a time and one-half rate. All overtime must be approved in advance by the Associate Commissioner for Administration.

TIME RECORD SYSTEM

The following is the general procedure for keeping time records. It applies to all Department employees, except for the staff of the State Schools at Rome and Batavia, who are subject to a separate system maintained by the Schools; and staff of the Building and Grounds Maintenance Section in Albany, who use a time clock.

1. Employees in Grades G-19 and higher and field employees will complete and submit an Employee Time Sheet (Form PD-11 D) at the end of every two payroll periods. They will indicate both their presence (P) and their absences (A) and will give the reason for each absence. With the approval of their supervisors, these employees may adjust working hours to meet the needs of their field and office commitments. These adjustments need not appear on the Employee Time Sheet. Because of the flexibility of their working hours and the level and nature of their responsibilities, these employees are not permitted to accumulate compensatory time credits on an hour-by-hour basis nor are they eligible to be paid for overtime. For more detailed information, see the section on Supervisory Criteria for Approving Work Hours Adjustment for Afterhours Work.
2. Employees in Grades G-1 through G-18, except field employees, will maintain detailed Employee Time Sheets (PD-11 D) which will be submitted at the end of every two payroll periods. Employees must record on these forms the beginning and ending hours of all work sessions, all absences and deviations from normal working hours, including overtime hours worked, and compensatory time earned and used.
3. Unit heads will review and sign the Employee Time Sheet for each of their employees and submit them to the Division of Personnel by the Tuesday after the end of each reporting period. It is the responsibility of each unit head to ascertain that the attendance rules and standards of the Department of Civil Service and of the Education Department are adhered to and that no overtime is credited unless proper authorization by the unit head is given.

SUPERVISORY CRITERIA FOR APPROVING WORK HOURS ADJUSTMENT FOR AFTERHOURS WORK

Explicit and detailed rules govern the conditions for overtime compensation and the positions which are eligible for such compensation. The rules and policies which cover the questions of adjusting work hours for the majority of our professional staff, who are ineligible to earn overtime compensation or compensatory time off, are not nearly so precise.

For large numbers of our professional staff, time spent in working beyond the Department's public hours, including work at home, in the field, at conferences and in travel, is a responsibility and a condition of employment in the State Education Department. The classification and allocation of these positions are determined by the education, background and skills required to perform professional responsibilities and are not based on the number of hours worked. They entail a measure of self-discipline and an orientation to task completion rather than an orientation to hours worked. In recognition of the nature of professional work and the considerable variation of assignments among departmental units, it is Department policy to provide wide discretion for supervisory personnel on the matter of work hours adjustment as long as it is not considered overtime or compensatory time off.

To assure consistent application of Department policy so that staff are subject to uniform and equitable standards, the following statement of criteria has been developed to serve as a guideline for the staff and for management personnel who make decisions on the adjustment of work hours:

OVERALL STATE ATTENDANCE AND OVERTIME RULES FOR AFTERHOURS WORK

I. Employees eligible to earn overtime compensation are not entitled to have their hours of work adjusted beyond the limits provided under the Department's Attendance Rules ("Flex Time")

2. Staff members ineligible to earn overtime may be required, when necessary, to work beyond the basic workweek. In the State Education Department, this includes employees G-19 and higher and field employees. Any officer and employee, subject to appropriate supervisory clearance, may have adjustments made in the basic workweek schedule to meet work requirements efficiently.

Department policy consistent with these stated rules is as follows:

1. Adjustment of work hours will be limited to employees, including field employees, who are not eligible for overtime compensation. This group includes those whose hours of work are controlled by the work situation and those who have substantial freedom in planning their work assignments subject to supervisory approval.
2. Work hour adjustments must be limited to a minimum time necessary for a professional employee to adjust to the exceptional demands caused by the afterhours work and the complexity and difficulty of the task performed so that the professional's effectiveness in the performance of assigned duties is not impaired. Adjustments must balance the responsibility, obligations and contributions of the employee with the needs of the Department and our charge to uphold our public trust.
3. If adjustment of work hours is warranted, the adjustment must be made as soon as possible following the date the afterhours work is performed. Neither Department policy nor the State's attendance and overtime rules provide for time spent in afterhours work to be treated as accumulated credits and used as vacation or overtime accruals. Crediting of hour-for-hour compensatory time for afterhours work is specifically prohibited.
4. Supervisors are responsible for assuring that employees engaged in afterhours work, for which adjustment in work hours may be made, are handling priority assignments and that the work could not be completed during normal working hours because of circumstances beyond the employee's control. Any adjustments in work hours must be approved by the supervisor.

Any questions concerning this policy statement should be addressed to the Office of Personnel and Labor Relations.

HIRING OF RELATIVES

It is the policy of the Education Department that an appointing officer may not recommend his or her spouse, blood relative or relative-in-law for appointment to positions under that officer's immediate supervision, nor grant approval for appointment of such individuals to offices under his or her jurisdiction, except in those limited and unusual instances where the appointee has demonstrably unique qualifications. In such case, the appointing officer must justify the appointment to and obtain the approval of his or her Executive Group official (consisting of the Commissioner, Executive Deputy Commissioner, Counsel and Deputy Commissioner for Legal Affairs, Deputy Commissioner for Elementary, Secondary and Continuing Education, Deputy Commissioner for Higher and Professional Education, Deputy Commissioner for Cultural Education or Deputy Commissioner for Vocational Rehabilitation) before the Division of Personnel may act on the appointment.

Other than noted above, the Department does not prohibit the employment of relatives of Department employees. It is Department policy, however, that all appointments, including but not limited to appointments of persons who are related to a Department employee, be made only after reasonable consideration of the available pool of candidates. Appointing officers can satisfy this requirement by considering a reasonable number of applicants for each vacancy. The appointing officer should satisfy himself/herself that the person appointed is the best qualified. The Division of Personnel frequently has on file applications of those who have expressed interest in both permanent and temporary employment in the Department and will be happy to assist in filling temporary as well as permanent positions.

A general guideline to follow in making appointments is to be sensitive about appointments which, while not specifically prohibited by policy, might subject the Department to criticism or create awkward working relationships.

EMPLOYMENT OF TEMPORARY CLERICAL PERSONNEL

The Division of Personnel maintains a current file of all persons applying for temporary employment as clerks, typists and stenographers in the Department. All persons interested in such employment should be directed to the Division of Personnel. Each applicant will be evaluated by the Division of Personnel on the basis of interview and an appraisal of prior training and experience.

Any unit of the Department which has been authorized to employ temporary clerical personnel must request the Division of Personnel to furnish, in advance, a list of qualified applicants and will make an appointment from among the persons recommended. In accordance with the provisions of the Civil Service Law, priority in such appointments will be given to eligibles on Civil Service lists. Some summer employees are acquired on a cost-free basis through a Department of Human Resources program administered by the Division of Personnel.

HIRING OF RETIRED STATE EMPLOYEES

When hiring retired State employees (retired under either the Employees' Retirement or Teachers' Retirement Systems), it is necessary to indicate on Form PD-20 that the person is retired and from which agency. This information is necessary in order to process the required forms.

If a prospective retired employee is to make less than $5,000 in a position during a calendar year, it is the employee's responsibility to notify and file a form with the appropriate retirement system. If the employee will earn more than $5,000 per year, the Division of Personnel will need to review the description of duties to be performed and a justification for hiring the retiree. Forms will then be processed for approval by the New York State Civil Service Commission.

REIMBURSEMENT OF TRANSPORTATION EXPENSES FOR PRE-EMPLOYMENT INTERVIEW

Since the policy in this area is fiscal in nature, see Bureau of Fiscal Management section in this Manual.

RESIDENCE

It is the policy of the Department to require permanent staff whose headquarters is in Albany to maintain their family residence within a reasonable daily commuting distance of their Albany location. The first purpose of this policy has been to protect the health of employees so that they could render effective service to the Department. Another purpose has been to avoid any accusation that field assignments are contrived to meet the convenience of an employee who maintains a family residence other than in Albany or within a reasonable daily commuting distance of Albany.

It should be understood that this policy applies only to permanent members of the staff who have completed their probationary period.

HOLIDAY PAY

The contracts between New York State and the employees' representatives provide for additional compensation for holiday work but also allow employees to waive holiday pay and to elect compensatory time off instead for such work. These contracts provide that any employee who is entitled to time off with pay on days observed as holidays by the State who is scheduled or required to work on a holiday shall receive at his or her option either (a) additional compensation for each holiday worked at the rate of one-tenth of the bi-weekly rate of compensation or (b) a compensatory day off in lieu of such holiday worked.

Unless the employee has previously notified or now notifies the Division of Personnel of a preference for compensatory time off in lieu of a holiday pay for working on any holiday, the employee will automatically receive additional compensation for such work. The Payroll Unit of the Division of Personnel must be notified by the supervisor that the employee worked on a holiday and is entitled to holiday pay.

PERSONNEL TRANSFER AND REASSIGNMENT

Department employees may seek reassignment from one unit in the Department to another by obtaining permission of the heads of both units and the Division of Personnel, providing the positions involved are similar in title and pay grade.

Employees in the Administrative Services bargaining unit may apply for assignment by filing an application for vacancies which have been posted. For more detailed information, see the Administrative Services unit contract.

Department policy prohibits the granting of a leave of absence to cover the probationary period of an employee who desires to accept a lateral transfer to another State agency. Those employees who accept positions at the same salary level in another agency are normally asked to resign. They may then be immediately reinstated to the new agency.

POSITION TRANSFER

In accordance with the State Finance Law, no position may be transferred from one Division, Bureau or other organizational unit to another without (a) a request from the head of the Department or agency and (b) the approval of the Director of the Budget.

To conform with this Law, notify the Office of Administrative Services of any position transfer that is being planned in order that the necessary prior approvals may be obtained. The notice to this office should contain (a) the title of the position to be transferred; (b) the name of the incumbent, if any; (c) the unit the position is in and the unit to which it is to be transferred: (d) the reason for the transfer; and (e) the approvals of the Assistant and Deputy Commissioners having jurisdiction over the units involved.

FIELD WORK ASSIGNMENTS

It is Education Department policy that, whenever possible, staff members with field work responsibilities should be given sufficient advance notification of specific field work assignments to avoid unnecessary disruption of their office and personal responsibilities. Where employees have no discretion in scheduling field trips, supervisors have a responsibility to plan a schedule of field assignments for their staff as far in advance of the actual travel dates as possible.

It is recognized, of course, that emergency situations occur which cannot be anticipated and that there is considerable variation in field work requirements among the various operating units of the Department which precludes uniform treatment.

In any case, it is important to remember that arbitrary or capricious treatment of staff in the assignment of field work is legitimate cause for grievance.

Another aspect of this question concerns working hours of field work personnel. It is Department policy that work hours of those employees not entitled to earn overtime may be adjusted by supervisors in recognition of field assignments wherever work requirements permit. Good supervisory practice includes the fair application of this authority. (See section on Supervisory Criteria for Approving Work Hour Adjustments for Afterhours Work.)

EMPLOYEE IDENTIFICATION CARDS

Due to the nature of their assignments, a small number of Department staff require photo identification cards. Photo identification cards will be issued only to those staff who meet the following, criteria:

1. Work assignments are of an investigatory nature, with public contact or contact with individuals outside the Education Department, and past experience confirms that assignments have been delayed or adversely affected by lack of adequate identification.
2. Work assignments require the regular entry of the employee into buildings (e.g., schools in urban areas) where proper identification is required and past experience confirms that assignments have been delayed or adversely affected by lack of adequate identification.

For staff who regularly work in the field who have need for identification for either travel or lodging purposes, see the Bureau of Fiscal Management section in this manual.

DEPARTMENT COMMISSIONERS OF DEEDS AND NOTARIES PUBLIC

Because of the volume of official papers requiring verification of signature, there are designated at strategic locations in the Department employees who serve as Commissioners of Deeds and Notaries Public. Please contact the Division of Personnel for the names and locations of specific individuals.

ELECTION DAYS

Election Day is designated a legal holiday for New York State employees. All employees, except those who must maintain essential services, will not have to report for work on that day. Those employees who do have to work on Election Day will be given a full day off in lieu of the holiday or appropriate compensation in accordance with Section 226 of the Election Law and the provisions of the contracts with the employee representatives. (See section on Holiday Pay.)

If an employee must work on Election Day and does not have four consecutive hours to vote either between the opening of the polls and the beginning of the working shift, or between the end of the working shift and the closing of the polls, up to two hours of time may be taken off without loss of pay. The time off must be taken at a time mutually agreeable to the employee and his or her supervisor.

This provision for time off applies also to other Election Days that are not legal holidays. These include special elections called by the Governor, primary elections (usually in September), town elections, and village elections (usually in March). This does not include school district elections.

If an employee requires working time off to vote, his or her supervisor must be notified not more than ten nor less than two working days before the day of the election. This is in accordance with the provisions of Section 226 of the Election Law.

EXTRA-DEPARTMENT EMPLOYMENT-ETHICS AND STANDARDS OF CONDUCT

Responsibilities of Department employees with regard to compensation outside of the Education Department — extra-Department employment — is of continuing concern. It is important that the rights of employees, responsibilities of employees and the interest of the State and the Department are clearly understood.

Department Policy: According to the Public Officers Law, no State employee should, through any outside business connections or transactions or employment, do anything that conflicts with the interests of the public for whom he or she is working or reflects adversely on the employee's and Department's integrity.

The policy of this Department continues to be that any service by Department staff to institutions or agencies for which the employee's office has responsibility is a service of the Department. (Responsibility means that the office charters, registers, licenses, financially aids, controls by regulation or rule, provides consultative services to or contracts with the institutions or agencies.) Such services are an integral part of Department duties and responsibilities compensated by State salary. For services to such institutions or agencies in New York State, no additional compensation shall be requested of the institutions or agencies or received by a Department employee.

GUIDELINES FOR EXTRA-DEPARTMENT EMPLOYMENT FOR DEPARTMENT PERSONNEL

Department employees who are not classified as management/confidential should be guided by the following principles in making decisions in regard to extra-Department employment involving institutions or agencies in New York State. Extra-Department employment:

1. Must not coincide with assigned Departmental duties and responsibilities nor interfere with the effective performance of assigned duties and responsibilities.
2. Must not impair the employee's objectivity in making official decisions.
3. Must not require or invite the employee to use or disclose confidential or privileged information gained by reason of the employee's official position with the Department.

4. Must not involve compensation from any agency or institution which has a direct interest in decisions made as part of the employee's discharge of official duties or which will otherwise create conflict between the employee's duty on behalf of the public or the employee's private interest.
5. May involve compensation only when it is established clearly that the employee was engaged in such activity on the employee's own time and not while on duty for the Department.

In addition to the foregoing points, all employees must be sensitive to the possibility that acceptance of certain employment might give the impression of a conflict of interest to the public even though none exists. If there is any doubt about accepting outside employment, the matter should be checked with the employee's supervisor. It must be remembered that responsibility for assuring that extra-Department employment is in accordance with Department procedures rests with each employee.

A Department employee who is classified as management/confidential is to be guided on matters of extra-Department employment by the general points made above and, in addition, is required to secure permission of the employee's immediate supervisor before accepting or continuing extra Department employment (a) with any institution or agency which is a part of The University of the State of New York; or (b) with any other public agency within or outside New York State; or (c) with any agency or institution outside New York State, or client within or outside of the State of New York, that requires services the management/confidential employee performs for the Department or are performed by the Department.

Employees who are considering part-time employment with another State agency must obtain Form PB-19, Request for Commissioner's Consent to Work Part-Time for Another State Agency, from the Payroll Office. Five copies of the form must be completed and submitted to the employee's Bureau Chief or Division Director for approval. The approved request should then be submitted to the Office of the Associate Commissioner for Administration.

Management/confidential employees who have Commissioner-level appointments or are members of the Commissioner's Cabinet are expected to hold no extra-Department employment of the description set forth in the preceding paragraph. Any exception to this expectation must be approved by the Commissioner before such extra-Department employment is undertaken.

Questions on this subject should be addressed to the Employee Relations Officer.

OFFICIAL BUSINESS HOURS OF THE DEPARTMENT

The official hours of the Department in Albany offices are 8:30 a.m. to 5:00 p.m. It is the responsibility of each office supervisor to assure that sufficient personnel are available during these hours to conduct Department business.

RELEASE OF INFORMATION CONCERNING DEPARTMENT EMPLOYEES

The Division of Personnel receives frequent requests for information concerning Department employees. They have detailed guidelines as to what information should be released and under what conditions. Supervisors who receive requests for information (outside of work-related information) concerning their employees should confer with the Division of Personnel.

Specifically excluded from release are the home addresses and Social Security Number of Department employees.

PERSONNEL FORMS

The forms most commonly used for personnel transactions are reproduced on the following pages. For further information call the central Division of Personnel phone, ext. 4-5215.

SEE INSTRUCTIONS ON REVERSE SIDE	SELF LEARNING RESOURCES CENTER PROGRAM APPLICATION REPORT STATE EDUCATION DEPARTMENT SC - 1 (10/75)	Incomplete forms will be rejected

NAME Last First MI	SOCIAL SECURITY NUMBER	SALARY GRADE G-
NEGOTIATING UNIT ☐ ADM ☐ OPR ☐ SEC ☐ OTHER ☐ INS ☐ PST ☐ M/C	AGENCY	PHONE #
PROGRAM CATALOG NUMBER AND TITLE	USAGE OF MATERIALS ☐ IN CENTER: ☐ LOAN M T W Th F Time_____	
SUPERVISOR APPROVAL DATE	TRAINING APPROVAL DATE	

SEE REVERSE SIDE OF LAST PART FOR DEADLINE AND INSTRUCTIONS	NEW YORK STATE EDUCATION DEPARTMENT *Office of Personnel and Labor Relations* DIVISION OF PERSONNEL **RECOMMENDATION FOR APPOINTMENT OR PROMOTION** PD-20 (1/77)	PR-75 _____ (DATE) Posted _____ (DATE)

APPOINTING OFFICE MUST COMPLETE BOXES #1 - 16

1. Item No.	2. ☐ Ms. ☐ Mr. NAME (last) (first) (initial)	3. Social Security No.
4. Title of Position	5. Salary Grade	6. Effective Date
7. Date of Birth	8. Appointing Office Location (city) (street or building) (room no.) (phone)	
9. Bureau and Division	10. Employee Room No.	11. Employee Work Phone
12. Employee Home Address (number) (street) (city) (state) (ZIP)		13. Employee Home Phone

14. Prior Service
☐ Currently Employed by this Agency
☐ Formerly Employed by this Agency
☐ Employed by Other Agency in Past Year
☐ Above Agency's Name _____

☐ Employee Retired As a Member of a NYS Retirement System

15a. Type of Transaction (check boxes which apply)
- ☐ Item Transfer
- ☐ Reinstatement
- ☐ Appointment
- ☐ Promotion
- ☐ Permanent (complete section 15b)
- ☐ Permanent-Contingent
- ☐ Temporary (complete section 15c)
- ☐ Provisional
- ☐ Recertification
- ☐ Other (explain in section 15c part 4)

15b. ☐ From Open Competitive List ☐ From Promotion List
☐ Non competitive, Exempt, or Labor Position ☐ Transfer

15c. ☐ From Temporary Funds ☐ Pending Non competitive Exam
☐ Pending Competitive Exam ☐ During Leave of Absence

1. Length of Employment _____
2. Salary _____
3. Fund _____
4. Remarks _____

16.
Recommended by _____ Approved by _____
Date _____ Date _____

TO BE COMPLETED BY DIVISION OF PERSONNEL

17.	18.	19.	20. EDP Codes
☐ Dental ☐ PD 44 ☐ PD 41 ☐ Ret. App. ☐ Tax Cert. ☐ FP Chart ☐ Oath ☐ Vet. Form	Deductions: Exemptions _____ Health Ins _____ Assn. Dues _____ Assn. Ins. _____ Loan _____ Other _____ _____	Salary _____ Former Item _____ Ret. No. _____ Ret. Rate _____ Approved for Payroll Proc. _____ (INITIALED) _____ (DATE)	CSD ☐☐☐☐☐☐ Vet St. ☐☐ Neg. Unit ☐☐ Inc. Code ☐☐

INSTRUCTIONS:
1. PRINT OR TYPE INFORMATION
2. ONE APPLICATION FOR EACH COURSE

NEW YORK STATE EDUCATION DEPARTMENT
TUITION ASSISTANCE APPLICATION
AND AUTHORIZATION NOTICE
PD-142 (4/74)

NO.

NAME:

TITLE:

OFFICE:

SALARY GRADE:

ITEM NUMBER:

ROOM NUMBER:

OFFICE PHONE:

EDUCATIONAL INSTITUTION:

NEGOTIATING UNIT: (CIRCLE ONE)
ADM. INS. OPR PST SEC M/C

IS EDUCATIONAL LEAVE REQUESTED UNDER ATTENDANCE RULE #2 (PART 22)?
☐ YES (attach form PD-21) ☐ NO

SEMESTER:
☐ SPRING ☐ SUMMER ☐ FALL ☐ WINTER QUARTER

STARTING DATE OF COURSE: / /

DAYS OF WEEK COURSE HELD:
M. TU. WED. TH. F. SAT.

HOUR HELD

COURSE NUMBER, TITLE, AND CATALOG DESCRIPTION

CREDIT HRS.

FULL TUITION AND FEES

TUITION _____

UNIVERSITY OR REGISTRATION FEE _____

OTHER (SPECIFY) _____

TOTAL _____

PRIORITY REQUESTED

☐ 1ST

☐ 2ND

☐ 3RD

DESCRIPTION ON REVERSE

OTHER REIMBURSEMENT, IF ANY, BEING RECEIVED FOR THIS COURSE

TYPE _____ AMOUNT _____

RELATION OF COURSE TO APPLICANT'S JOB DUTIES (ATTACH EXTRA PAGES, IF NECESSARY)

APPLICANT'S SIGNATURE _____ DATE: / /

TRAINING SECTION ONLY

☐ APPROVED

☐ DISAPPROVED

PRIORITY
1 2 3

AMOUNT APPROVED
$ _____

REMARKS:

ACCOUNT NUMBER CHARGED:

AUTHORIZING SIGNATURE _____

TITLE Training Supervisor

☐ FIRST PRIORITY ASSISTANCE HAS BEEN GRANTED FOR THE ABOVE COURSE. YOU ARE AUTHORIZED TO HAVE THE SCHOOL BILL THE STATE EDUCATION DEPARTMENT, DIVISION OF FINANCE, FOR THE TOTAL AMOUNT APPROVED ON THE ATTACHED VOUCHER.

☐ SECOND OR THIRD PRIORITY ASSISTANCE HAS BEEN GRANTED FOR THE ABOVE COURSE. PLEASE SUBMIT AN ORIGINAL BURSAR'S RECEIPT FOR THE COST OF TUITION AND FEES, EVIDENCE OF SUCCESSFUL COMPLETION OF THE ABOVE COURSE, AND THE ENCLOSED STANDARD VOUCHER, TO THE STATE EDUCATION DEPARTMENT, DIVISION OF FINANCE FOR REIMBURSEMENT.

PD-144 (10/79)
TRAINING NOTICE AND REQUEST FOR NOMINATIONS

NEW YORK STATE EDUCATION DEPARTMENT
Office of Personnel and Labor Relations
Training Section
Room 209 EB, Washington Av.
Albany NY 12234

INSTRUCTIONS:
1. Please TYPE all information
2. List all nominees in PRIORITY order
3. Sign form authorizing nominations
4. Submit form to Training Section by Deadline Date
5. Form returned to you checked in column A indicates accepted, column D indicates denied
6. Affirmative Action data is for reports only

NOMINATION DEADLINE

MONTH	DAY	YEAR

For assistance call:
Bill Getz 474-8591

TRAINING NOTICE

COURSE TITLE:

COURSE NUMBER:

COURSE LOCATION:

COURSE SCHEDULE:

EMPLOYEES ELIGIBLE:

COURSE CONTENT/OBJECTIVES:

22

REQUEST FOR NOMINATIONS

A	D	Nominee's Last Name Social Security Number	First Name	Sex M/F	Business Telephone	Permanent Position Title	Salary Grade	Division, Bureau, Institution or Office	Work Location Room Bldg	Negotiating Unit ADM	INS	OPR	PST	SEC	M/C	Other
		1.														
		2.														
		3.														
		4.														
		5.														
									TOTALS							

31

OFFICE, DIVISION BUREAU:

SUBMITTED BY:
(Name) _____
(Signature)

DATE:

☐ NO NOMINATIONS

32

Submit as soon as effective date of action is known.	NEW YORK STATE EDUCATION DEPARTMENT Division of Personnel **Report of Separation** or **Leave of Absence** PD-21 (2/71)	SEE REVERSE SIDE OF LAST PART FOR INSTRUCTIONS.

TO BE COMPLETED BY ORIGINATING OFFICE

1. ITEM NUMBER	2. NAME (Last) (First) (Middle)		
3. TITLE		4. GRADE	5. LOCATION

6. DIVISION

7. BUREAU

8. SEPARATION

A. LAST DAY AT WORK _____

B. LAST DAY ON PAYROLL _____

C. REASON (check one):

- ☐ RESIGNATION
- ☐ TERMINATION (LACK OF FUNDS OR COMPLETION OF ASSIGNMENT)
- ☐ TERMINATION (UNSATISFACTORY SERVICE)
- ☐ TRANSFER
- ☐ OTHER

9. LEAVE OF ABSENCE

A. ☐ FULL PAY ☐ HALF PAY ☐ NO PAY

B. BEGINNING _____ (Date) ENDING _____ (Date)

C. TYPE:

☐ ILLNESS ☐ STUDY ☐ MATERNITY

☐ LOST TIME ☐ OTHER

D. IN SPACE BELOW PROVIDE SUCH EXPLANATION AS REQUIRED IN INSTRUCTIONS.

TO BE COMPLETED BY PAYROLL

GROUP _____

ADD _____

DEDUCT _____

COMMENT:

10. RECOMMENDED BY	DATE
11. APPROVED BY	DATE

TO BE COMPLETED BY PERSONNEL

APPROVED BY	DATE	SALARY

EFFECTIVE DATE	LOCATION	BASE SALARY	ORG. CODE	DATE POSTED
				_____ (Date)

NEW YORK STATE EDUCATION DEPARTMENT **EMPLOYEE TIME SHEET PD-11D** DIVISION OF PERSONNEL

SOCIAL SECURITY NO _____ ORG. UNIT CODE _____ EMPLOYEE NAME _____

PERIOD NO. (S) _____ AND _____

FROM REPORT PERIOD			TO		
mo.	day	yr.	mo.	day	yr.

ANNIVERSARY LEAVE DATES VACATION			PERSONAL		
mo.	day	yr.	mo.	day	yr.

HOLIDAY LEAVE (DAY ONLY)	SICK LEAVE Contains Individual & Family Charges		ACCRUAL SUMMARY	VACATION	PERSONAL LEAVE	OVERTIME
			1 BALANCE BEG. FIRST PERIOD			
			2 CHARGES FIRST PERIOD			
			3 SUB-TOTAL			
			4 CREDITS EARNED			
			5 BALANCE END FIRST PERIOD			
			6 CHARGES SECOND PERIOD			
			7 SUB-TOTAL			
			8 CREDITS EARNED			
			9 BALANCE END SECOND PERIOD			

ACCRUAL CHARGES

REPORT ABSENCES IN HOUR (.00), THREE-QUARTER HOUR (.75), HALF HOUR (.50) AND QUARTER HOUR (.25) DECIMAL EQUIVALENTS.

DAY	DATE	FOR OFFICE EMPLOYEES IN GRADES 2-10 ONLY RECORD ALL HOURS AT REGULAR AND LONGER OVERTIME IN	OUT	IN	OUT	IN	OUT	0-10 & HOURLY AND FIELD STAFF	SICK LEAVE INDIVIDUAL WHOLE HOURS	DECIMAL	SICK LEAVE FAMILY WHOLE HOURS	DECIMAL	OTHER CODE	OTHER WHOLE HOURS	OTHER DECIMAL	VACATION LEAVE WHOLE HOURS	VACATION LEAVE DECIMAL	PERSONAL LEAVE WHOLE HOURS	PERSONAL LEAVE DECIMAL	OVERTIME WHOLE HOURS	OVERTIME DECIMAL
THU.									201		601		01			101		701		901	
FRI.									202		602		02			102		702		902	
SAT.																					
SUN.																					
MON.									300		600		03			103		703		903	
TUE.									305		605		05			105		705		905	
WED.									307		607		07			107		707		907	
THU.									308		608		08			108		708		908	
FRI.									309		609		09			109		709		909	
SAT.																					
SUN.																					
MON.									312		612		12			112		712		912	
TUE.									313		613		13			113		713		913	
WED.									314		614		14			114		714		914	
TOTAL – FIRST PERIOD CHARGES																					
THU.									315		615		15			115		715		915	
FRI.									316		616		16			116		716		916	
SAT.																					
SUN.																					
MON.									319		619		19			119		719		919	
TUE.									320		620		20			120		720		920	
WED.									321		621		21			121		721		921	
THU.									322		622		22			122		722		922	
FRI.									323		623		23			123		723		923	
SAT.																					
SUN.																					
MON.									326		626		26			126		726		926	
TUE.									327		627		27			127		727		927	
WED.									328		628		28			128		728		928	
TOTAL – SECOND PERIOD CHARGES																					
									SICK LEAVE				OTHER			VACATION		PERSONAL		OVERTIME	

EMPLOYEE'S SIGNATURE _____ REVIEWED AND APPROVED: _____ SUPERVISOR'S SIGNATURE _____ SUPERVISOR'S TELEPHONE _____

DISTRIBUTION	THE NEW YORK STATE EDUCATION DEPARTMENT OFFICE OF ADMINISTRATIVE SERVICES **REQUEST FOR COMMISSIONER'S CONSENT TO PART-TIME WORK FOR ANOTHER STATE AGENCY** Form PE-19 (1/76)	INSTRUCTIONS
State Comptroller Head of State Agency where additional work is to be done Bureau Chief or Division Director Employee concerned Division of Personnel		Five copies of this form should be completed by the employee, approved by the unit head and submitted to the Office of the Assistant Commissioner for Administrative Services.

1. Name — 2. Home Address

3. Position or Title in Which Regularly Employed

4. Division, Bureau of Office in Which Regularly Employed — 4.a. Location

5. Name of State Agency Where Additional Work is to be Performed — 5.a. Location

6. Description of Extra Employment

6.a. Probable Duration: _____ (Beginning Date) To _____ (Ending Date)

6.b. Days of Week Work Performed, i.e., Monday, Tuesday, etc. _____

6.c. Daily Starting Time _____ Daily Stopping Time _____

6.d. Brief Description of Work:

7. Requested: _____ (Date) 8. _____ (Signature of Employee)

9. Approved: _____ (Date) 10. _____ (Signature of Bureau Chief or Division Director)

CONSENT OF THE COMMISSIONER

Consent is hereby granted to the above request.

From _____ (Date) To _____ (Date)

By _____ (Authorized Signature)

ADM-10.4 (10/80)

REQUEST FOR APPROVAL TO EMPLOY RETIREE WITHOUT DIMINUTION OF RETIREMENT ALLOWANCE

Pursuant to Section 211 of N.Y.S. Retirement and Social Security Law

IMPORTANT: Read instructions on Reverse Side.

State Agency Requesting Approval

Retiree's Last Name, First Name, Middle Initial	Street Address	City, State & Zip Code	Date of Birth

Retiree's Retirement System Number and Name of System	Type of Retirement ☐ Service ☐ Disability	Soc. Sec. No.	Date Retired

Title of Position to be filled	☐ Comp. Class ☐ Exempt Class ☐ Unclassified ☐ NC Class ☐ Labor Class	Dates of Proposed Employment of Retiree From _____ To _____

During this calendar year has retiree been employed under any section of the Retirement and Social Security Law? ☐ No ☐ Yes ☐ If Yes, answer below

Proposed Pay Rate $ Per

Agency Employed By	Earnings	Section of Law ☐ 211 ☐ 212 ☐ 214	Anticipated Yearly Earnings

Is the State a former employer of this retiree? ☐ Yes ☐ No

If the answer is "No", write "unlimited" in #8 the Maximum Yearly Earnings" space at the right.

If the answer is "Yes"

a. Send "Request for Retiree Data", ADM-10.1 to appropriate retirement system.

b. From this form, complete the boxes to the right to determine "Maximum Yearly Earnings".

1. Final Salary	2. Final Aver. Salary	3. Greater of 1 or 2
$	$	$
4. Ret. Alws w/o Opt.	**5. Sup. Ret. Payment**	**6. Sum of 4 & 5**
$	$	$

LIMITATION ON EARNINGS BASED ON →	7. Diff. (3 minus 6) $
8. MAXIMUM YEARLY EARNINGS $	Limitation (Item 7) rounded to the next higher multiple of $500.

DESCRIPTION OF DUTIES TO BE PERFORMED

JUSTIFICATION FOR HIRING RETIREE (See Item 5 on reverse side.) Note: You must include documentation in your justification or your request will not be approved.

I, the appointing officer, certify that statements made here (and on attached papers) are true and correct. I also certify that this retiree is duly qualified, competent and physically fit to perform the duties assigned and that there are no readily available persons qualified to perform the assigned duties.

Signature of Appointing Officer	Title	Date

NEW YORK STATE CIVIL SERVICE COMMISSION USE ONLY

RECOMMENDATION

☐ Approve

☐ Approve Retroactively From _____ To _____

☐ Disapprove

_____ Signature

APPROVED BY NYS CIVIL SERVICE COMMISSION _____ Date

☐ Approve through _____

Unless otherwise noted, this authorization expires two years from the date from which approval has been granted and a new request should be submitted two months prior to expiration date.

DISTRIBUTION OF COPIES

☐ Payroll Division – Audit and Control ☐ Agency Requesting Approval ☐ Appropriate Retirement System

	NEW YORK STATE EDUCATION DEPARTMENT DIVISION OF PERSONNEL — PROBATIONARY PERIOD EVALUATION REPORT PD-27	MINIMUM

Employee	Title	Date Appointed

Division	Bureau	Date Probation Ends		Report Due
		Minimum	Maximum	

1) **See Reverse side and then check the appropriate descriptions below. Substantiate this rating in the space provided. Attach additional sheets if necessary.**

A Quality of Work: The employee's work in relation to the unit's standards: its level of accuracy and completeness.

_____ above average
_____ average
_____ below average
_____ unacceptable

Comments:

B Quantity of Work: The employee's quantity of work in relation to the units standards.

_____ above average
_____ average
_____ below average
_____ unacceptable

Comments:

C Work Habits: The employee's ability to plan and organize work and to show resourcefulness and good judgment.

_____ above average
_____ average
_____ below average
_____ unacceptable

Comments:

D Work Interest: The employee's level and continuity of interest in the unit's work and willingness to accept new responsibilities and assignments.

_____ above average
_____ average
_____ below average
_____ unacceptable

Comments:

E Relationships With Others: The employee's ability to work with others (other employees and/or general public).

_____ above average
_____ average
_____ below average
_____ unacceptable

Comments:

F Supervisory Skills (if applicable): The employee's ability to supervise effectively.

_____ above average
_____ average
_____ below average
_____ unacceptable

Comments:

G Attendance: The adequacy of the employee's attendance record and his or her attitude toward and compliance with Department attendance rules and policies.

_____ satisfactory
_____ marginal
_____ unsatisfactory

Comments:

2) I recommend that the services of the employee be:

a) ☐ permanently retained
b) ☐ continued probationally under the terms of the traineeship (Trainees may not be made permanent prior to the completion of the traineeship.)
c) ☐ continued probationally
d) ☐ terminated

If the question is answered (c) or (d), explain in comments section or attach additional sheets if necessary.

3) Supervisor's Signature _____ **Date:** _____

4) Reviewer's Signature _____ **Date:** _____

5) Notice to Employee—You are hereby notified that your services will be:

a) ☐ permanently retained
b) ☐ continued probationally under the terms of the traineeship
c) ☐ continued probationally
d) ☐ terminated

_____
Authorized Department Signature
(see instructions)

6) I have had the opportunity to read this report and discuss it with my supervisor. My signature does not necessarily signify agreement.

Employee's Signature _____ **Date:** _____

Comments:

	NEW YORK STATE EDUCATION DEPARTMENT DIVISION OF PERSONNEL — PROBATIONARY PERIOD EVALUATION REPORT PD-27	INTERMEDIATE

Employee	Title	Date Appointed

Division	Bureau	Date Probation Ends		Report Due
		Minimum	Maximum	

1) See Reverse side and then check the appropriate descriptions below. Substantiate this rating in the space provided. Attach additional sheets if necessary.

A Quality of Work: The employee's work in relation to the unit's standards: its level of accuracy and completeness.

_____ above average
_____ average
_____ below average
_____ unacceptable

Comments:

B Quantity of Work: The employee's quantity of work in relation to the units standards.

_____ above average
_____ average
_____ below average
_____ unacceptable

Comments:

C Work Habits: The employee's ability to plan and organize work and to show resourcefulness and good judgment.

_____ above average
_____ average
_____ below average
_____ unacceptable

Comments:

D Work Interest: The employee's level and continuity of interest in the unit's work and willingness to accept new responsibilities and assignments.

_____ above average
_____ average
_____ below average
_____ unacceptable

Comments:

E Relationships With Others: The employee's ability to work with others (other employees and/or general public).

_____ above average
_____ average
_____ below average
_____ unacceptable

Comments:

F Supervisory Skills (if applicable): The employee's ability to supervise effectively.

_____ above average
_____ average
_____ below average
_____ unacceptable

Comments:

G Attendance: The adequacy of the employee's attendance record and his or her attitude toward and compliance with Department attendance rules and policies.

_____ satisfactory
_____ marginal
_____ unsatisfactory

Comments:

2) I recommend that the services of the employee be:

a) ☐ permanently retained
b) ☐ continued probationally under the terms of the traineeship (Trainees may not be made permanent prior to the completion of the traineeship.)
c) ☐ continued probationally
d) ☐ terminated

If the question is answered (c) or (d), explain in comments section or attach additional sheets if necessary.

3) Supervisor's Signature _____ Date: _____

4) Reviewer's Signature _____ Date: _____

5) Notice to Employee—You are hereby notified that your services will be:

a) ☐ permanently retained
b) ☐ continued probationally under the terms of the traineeship
c) ☐ continued probationally
d) ☐ terminated

_____
Authorized Department Signature
(see instructions)

6) I have had the opportunity to read this report and discuss it with my supervisor. My signature does not necessarily signify agreement.

Employee's Signature _____ Date: _____

Comments:

	NEW YORK STATE EDUCATION DEPARTMENT DIVISION OF PERSONNEL — PROBATIONARY PERIOD EVALUATION REPORT PD-27	MAXIMUM

Employee	Title	Date Appointed

Division	Bureau	Date Probation Ends		Report Due
		Minimum	Maximum	

1) See Reverse side and then check the appropriate descriptions below. Substantiate this rating in the space provided. Attach additional sheets if necessary.

A Quality of Work: The employee's work in relation to the unit's standards: its level of accuracy and completeness.

_____ above average
_____ average
_____ below average
_____ unacceptable

Comments:

B Quantity of Work: The employee's quantity of work in relation to the units standards.

_____ above average
_____ average
_____ below average
_____ unacceptable

Comments:

C Work Habits: The employee's ability to plan and organize work and to show resourcefulness and good judgment.

_____ above average
_____ average
_____ below average
_____ unacceptable

Comments:

D Work Interest: The employee's level and continuity of interest in the unit's work and willingness to accept new responsibilities and assignments.

_____ above average
_____ average
_____ below average
_____ unacceptable

Comments:

E Relationships With Others: The employee's ability to work with others (other employees and/or general public).

_____ above average
_____ average
_____ below average
_____ unacceptable

Comments:

F Supervisory Skills (if applicable): The employee's ability to supervise effectively.

_____ above average
_____ average
_____ below average
_____ unacceptable

Comments:

G Attendance: The adequacy of the employee's attendance record and his or her attitude toward and compliance with Department attendance rules and policies.

_____ satisfactory
_____ marginal
_____ unsatisfactory

Comments:

2) I recommend that the services of the employee be:

a) ☐ permanently retained
b) ☐ continued probationally under the terms of the traineeship (Trainees may not be made permanent prior to the completion of the traineeship.)
c) ☐ continued probationally
d) ☐ terminated

If the question is answered (c) or (d), explain in comments section or attach additional sheets if necessary.

3) Supervisor's Signature _____ Date: _____

4) Reviewer's Signature _____ Date: _____

5) Notice to Employee—You are hereby notified that your services will be:

a) ☐ permanently retained
b) ☐ continued probationally under the terms of the traineeship
c) ☐ continued probationally
d) ☐ terminated

_____
Authorized Department Signature
(see instructions)

6) I have had the opportunity to read this report and discuss it with my supervisor. My signature does not necessarily signify agreement.

Employee's Signature _____ Date: _____

Comments:

The Division of Education Business Management Services

The Division of Education Business Management Services is responsible for the activities of the Building and Grounds Maintenance Section, the Office Services Section, Space Planning and Design, and the Bureau of Publications, as well as coordinating all Capital Construction programs.

OFFICE SERVICES SECTION

The Office Services Section provides a variety of services necessary for the internal functions of the Department. This section consists of the Business Management Services Unit, Purchase Unit, Publications Sales Desk, Address Labeling Unit, Mailrooms, Stockroom, Publications Warehouse and Messenger Service. All questions concerning the operation of this section should be directed to the supervisor of the Office Services Section. Forms used by this section, as well as by the Business Management Services Unit, appear on pages 34–39.

BUSINESS MANAGEMENT SERVICES UNIT

CARE AND REPAIR OF OFFICE EQUIPMENT AND FURNITURE

The Business Management Services Unit must be contacted to initiate all repairs to office machines, filing cabinets, desks and other similar items of equipment.

Serious damage may be caused to electronically operated office machines such as calculating machines, typewriters, copying machines, mailing machines, inserting machines, addressograph machines and dictating equipment which are inadvertently left running or are operated when dirty. These machines are expensive both to purchase and to service.

To avoid unnecessary wear or damage to any office equipment or furniture, all unit heads are requested to direct personnel on proper usage, care and maintenance of all equipment and furniture.

SURPLUS EQUIPMENT AND SUPPLIES

There may be supplies and items of equipment in some offices which are no longer used, while at the same time other offices are requisitioning the same items. An inventory of supplies and equipment in all offices should be made periodically and the Business Management Services Unit notified to pick up the items which no longer have any use.

If an office has excessive amounts of equipment or supplies on hand, or has equipment or supplies which are no longer in use, the following units should be contacted:

Equipment: Business Management Services Unit, Room 166, EBA

Supplies: Stockroom, Room 8, EB

MOVING OF FURNITURE AND EQUIPMENT

When furniture or equipment is to be moved from one office to another, a memorandum should be forwarded to the Business Management Services Unit, Room 166, EBA. Stated in the memorandum should be the present location, future location, inventory and serial numbers of the articles to be transported. The Business Management Services Unit will arrange for the relocation.

It is critical that the unit in possession of the furniture or equipment forward a memorandum so that the Business Management Services Unit can update the Department Inventory System.

Office personnel may move furniture or equipment within a room or office, but they must not attempt this if the possibility of personal injury exists. If that move will entail the relocation of telephone or electrical outlets, no furniture or equipment should be moved until the Business Management Services Unit is notified.

EQUIPMENT AND FURNITURE VENDORS

It is the Department policy for equipment and furniture vendors to contact the Business Management Services Unit before they contact any Education Department personnel.

If contacted by sales representatives, please refer them to the Business Management Services Unit, Room 166, EB. Since this unit must eventually approve all equipment and furniture requests, it will save time if the above procedure is followed.

The policy refers only to sales representatives who are interested in selling products to Education Department units. It does not apply to sales representatives who are demonstrating furniture and equipment to be used in schools.

RECORDS MANAGEMENT PROGRAM

Records maintained beyond the period when they have administrative value cause unnecessary drains on the financial and space resources of the Department. All Department records should be classified in terms of the length of time they should be retained and an authorization obtained to dispose of those no longer of value. The Office of General Services authorizes the destruction of unnecessary State records. The Business Management Services Unit acts for the Department in dealing with the Office of General Services in this program.

Each unit must review its records or record series to determine how long records are required for the conduct of the unit's activities and which records are no longer of value. A description of the records, together with the recommended disposition, should then be sent to the Business Management Services Unit, using a Form BM-100 for each record. Since no State record may be disposed of without prior authorization of the Office of General Services, do not destroy any records until so notified by the Business Management Services Unit.

Arrangements for the removal of records approved for destruction may be made through the Building Superintendent.

STORAGE OF INACTIVE RECORDS

The Office of General Services, through the Business Management Services Unit, provides storage for inactive records at the Campus Records Center. In order to be stored at the Records Center, records must be:

1) Inactive, that is, not referred to more than once per file drawer (24 linear inches) per month;
2) Properly authorized for disposition (See Records Management Program - this Manual);
3) Actual office records, not publications; and
4) Stored for at least one full year at the Center.

All inactive record storage is handled by the Business Management Services Unit and inquiries must be directed to that office, not to the Office of General Services.

Due to limited amounts of storage space on the Education Department premises, all inactive records will be stored at the Records Center.

FREEDOM OF INFORMATION

The 1974 Freedom of Information Law requires that certain records of State agencies be made available for public inspection and copying. In order to assure compliance with this law, uniform handling of requests and minimum disruption of personnel and work scheduled, all requests to inspect and obtain copies of Department records will be referred to the Director, Division of Education Business Management Services.

Requests to inspect or secure copies of Department records may be made any State business day between the hours of 9:00 a.m. and 11:30 a.m. and the hours of 1:30 p.m. and 4:00 p.m. The following steps shall be followed in connection with requests to inspect or secure copies of Department records:

A. Albany Office

1) Requests to inspect or secure copies of records shall be submitted to the Records Access Officer on a form prescribed by the Commissioner, copies of which are available in the office of the Records Access Officer.
2) The Records Access Officer will determine and advise the requester whether the records specified in the request are available for inspection and copying.
3) With respect to records which are determined to be available, the Records Access Officer will direct the requester to the place where the requested records may be inspected and

will arrange for the preparation and certification of copies upon tender of the required fee. Before providing records for inspection, the office should review requested records to be sure that they contain only material available for public inspection and copying. Material such as staff notes, internal memoranda, draft documents, staff recommendations, correspondence and material which, if disclosed, would constitute an unwarranted invasion of personal privacy are not available for public inspection or copying.

4) With respect to records which are determined not to be available, the Records Access Officer will note the reason for unavailability on the request form and return one copy of the form to the requester.

B. All Other Offices

1) Requests to inspect or secure copies of records made to an office located outside of the City of Albany, shall be submitted to the person in charge of the office or institution, or his designated representative, on a form prescribed by the Commissioner, copies of which are available in each such office.
2) Such person in charge, or his designated representatives, will ascertain from the Records Access Officer and advise the requester whether the records specified in the request are available for inspection and copying.
3) With respect to records which are determined to be available, the requester will be directed to the proper office where he may inspect the records. The requester will be provided with the requested number of copies and certification of same upon tender of the required fee. Before providing records for inspection, the office should review requested records to be sure that they contain only material available for public inspection or copying. Material such as staff notes, internal memoranda, draft documents, staff recommendations, correspondence and material which, if disclosed, would constitute an unwarranted invasion of personal privacy is not available for public inspection or copying.
4) With respect to records which are determined not to be available, the person in charge will note the reason for unavailability on the request form and return one copy of the form to the requester.

Records may be inspected only at the office or location where they are regularly maintained.

Requests by mail for copies of available records may be addressed to the Records Access Officer, and will be honored, upon payment of the required fee, provided the requester and the record of which a copy is requested, are sufficiently identified to make compliance practicable.

Appeals shall be directed to the Commissioner of Education on forms prescribed by him, copies of which are available at the offices of the Records Access Officer and of the person in charge of each office located outside the City of Albany. Appeals will be determined by the Commissioner or his authorized representative.

The fees for copies of available records shall be as follows:

1) Pages not larger than 8-1/2 inches by 14 inches: $.05 per page.
2) Pages larger than 8-1/2 inches by 14 inches: $.10 per page.
3) Existing computer printouts: $.05 per page.
4) Initial printout from computer file: $3.00 per minute to computer printer time.
5) Any other record: the actual cost thereof to the Department.
6) Certification: no additional charge.
7) Cost of postage will be paid for by the requester.

USE OF STATE VEHICLES

The use of State-owned vehicles for other than official business is prohibited and subject to appropriate disciplinary measures. Specifically, this means that State vehicles may not be used for:

1) Personal business of any type;
2) Transportation of unauthorized persons; or
3) Commuting between the employee's residence and office, unless this is incidental to official business.

For further information regarding the use of State vehicles, refer to the Education Department *Travel Regulation Guide*.

USE OF TELEPHONES

State-furnished telephone equipment and services are to be used for the performance of official State business and personal use of any nature is prohibited. Public telephones have been installed in or near State offices for the convenience of the employees. Employees may use these public telephones for the conduct of personal business before or after normal working hours or at authorized meal or rest periods.

The foregoing prohibition includes both the placement and receipt of calls of a personal nature. Calls relating to actual emergencies are, of course, excepted from this rule.

Any long distance use of Department telephones for other than official business is strictly prohibited. Long distance business calls must not be excessive in length and must be made over the State Tie Line System where possible. Employees must not accept collect calls nor are they to request clientele of the Department to return the calls collect. It is allowable for employees to ask the caller for his or her number and then to return the call via the State Tie Line System.

Employees making unauthorized toll calls or parallel calls (toll calls which could have been made via the State Tie Line System) will be required to reimburse the State for the full cost of the call(s) and may be subject to disciplinary action.

DEPARTMENT TELEPHONE GUIDELINES

The following basic guidelines have been established by the Education Department concerning telephone service. These guidelines have proven to provide functional service as well as being cost efficient. These guidelines will be followed when establishing new offices or relocating current offices whether or not the office being relocated currently meets Department guidelines.

1) Number of lines assigned to an office will be as follows:

   a) Assistant Commissioner and above receives two lines and two secretarial stations to answer these lines, with an intercom between the Assistant Commissioner and the secretarial staff.

   b) Directors and Bureau Chiefs will receive one line with one secretarial station to answer this line and an intercom between the Director or Bureau Chief and his steno.

   c) Professional employee lines will be assigned at the rate of one line for every three permanent, full-time employees. The number of lines assigned may decrease if the professionals travel regularly.

2) The number of telephone instruments will be assigned as follows:

   a) Supervisors and above will receive one instrument.

   b) Professional staff will be required to share telephone instruments at the rate of one instrument for every two professionals.

   c) Secretarial staff will be given instruments only as answering points, at the rate of one station for every two lines to be answered.

Intercoms will be placed as needed. A dial intercom will be dependent upon the number of instruments (minimum of five), number of lines (maximum of two), and location of staff within offices. Each office will be assessed individually as to the necessity of an intercom system. An office with four telephones or less will be assigned a manual signal system if the location of staff warrants such a system.

OFFICE SERVICES

Form OS-6
(Rev. 8/80)

Record No._____

NEW YORK STATE EDUCATION DEPARTMENT
PUBLICATION DISTRIBUTION REQUEST

NOTE: This request must be accompanied by a Requisition for Printing or Duplicating (PUB-1) and by a completed manuscript unless otherwise arranged with the Bureau of Publications.

1. Requisitioning Office _____

2. Title of Publication _____ ☐ New ☐ Revision ☐ Reprint

3. Disposition of superseded edition: ☐ Distribute until supply is exhausted

   ☐ Destroy

4. Explain reason for destruction or retention of superseded edition and show period of retention _____

   _____

   _____

5. Expected life of publication _____

6. Size of publication_____

7. Do you expect to submit another request for this publication when the supply is exhausted?

   ☐ Yes ☐ No If yes, at what level to you wish to be notified of the balance in stock so that you may reorder? _____
   (no. of copies)

_____ _____
(Signature of Unit Head) Date

_____ _____
(Signature of Assistant Commissioner) Date

Contact James Hyer at 474-3806

CS-535 (Formerly RM-5)

BUSINESS MANAGEMENT SERVICES UNIT

STATE OF NEW YORK EXECUTIVE DEPARTMENT OFFICE OF GENERAL SERVICES BUREAU OF RECORDS MANAGEMENT	RECORDS DISPOSITION REQUEST	AGENCY NO.	OGS NO.

TO: COMMISSIONER OF GENERAL SERVICES
BUILDING 21, STATE CAMPUS
ALBANY, NEW YORK 12226

FROM: AGENCY

ORGANIZATIONAL UNIT

LOCATION OF RECORDS

Authorization is requested to dispose of the following records in the manner recommended:

1. RECORD IDENTITY AND FUNCTION — BEGINNING DATE / ENDING DATE / FORM NUMBER

2. RECORD CHARACTERISTICS: ☐ PAPER ☐ BOUND ☐ ORIGINAL ☐ PRINTED ☐ PHOTOSTAT ☐ COMPLETED FORM ☐ CARD ☐ NOT BOUND ☐ DUPLICATE ☐ PROCESSED ☐ MICROFILM ☐ INCOMPLETED FORM

3. VOLUME

4. SPACE OCCUPIED — SQ. FT.

5. STATUTORY RETENTION — YEARS — STATUTE

6. ORIGIN — 6a. PREPARED IN COPIES BY — 6b. OTHER AGENCIES HAVING COPIES

7. RECORD ACTIVITY — 7a. RETAINED IN ACTIVE OFFICE SPACE YEARS MONTHS — 7b. RETAINED IN STORAGE SPACE YEARS MONTHS — 7c. FREQUENCY OF SEARCH PER MONTH PER YEAR

8. RECOMMENDED DISPOSITION

- ☐ DESTROY FOR PERIOD COVERED BY BEGINNING AND ENDING DATES ABOVE
- ☐ DESTROY ON A SCHEDULED BASIS WITH A MINIMUM RETENTION PERIOD OF_____YEARS_____MONTHS
- ☐ MICROFILM - DESTROY RECORDS
- ☐ TRANSFER TO _____
- ☐ OTHER (SPECIFY)

9. REASONS FOR DISPOSITION AS RECOMMENDED

10.

DATE — SIGNATURE — TITLE

(FOR OFFICE OF GENERAL SERVICES USE ONLY)

DISPOSITION AUTHORIZATION

Pursuant to the provisions of Section 186 of the State Finance Law disposition of the above records is:

☐ Authorized in the following manner: Destroy above identified records as recommended in Section 8 above.

☐ Authorized in the following manner:

☐ Not Authorized for the following reasons:

CONTACT GENE SNAY 474-3853

COMMISSIONER OF GENERAL SERVICES

BY

DATE — SIGNATURE

1

BUSINESS MANAGEMENT SERVICES UNIT

RM 16 10/661 - CS-846 (2/80)

STATE OF NEW YORK EXECUTIVE DEPARTMENT OFFICE OF GENERAL SERVICES BUREAU OF RECORDS MANAGEMENT	RECORDS CENTER TRANSFER LIST	1. LIST NUMBER	2. PAGE OF PAGES

TO: RECORDS CENTER BUILDING 21 STATE OFFICE BUILDING CAMPUS ALBANY, NEW YORK 12226	3. FROM AGENCY

THE RECORDS LISTED ARE TO BE TRANSFERRED TO THE STATE RECORDS CENTER SUBJECT TO THE RULES OF THE COMMISSIONER OF GENERAL SERVICES AND RESTRICTIONS BELOW.	4. TRANSFER DATE

5. CONTAINER NUMBER	6. DESCRIPTION OF RECORDS (DESCRIBE CONTENTS OF EACH CONTAINER)	7. DISPOSITION			11. TO BE COMPLETED BY RECORDS CENTER			
		MO.	YR.	AUTH. #	RR	ST	SH	#
	CONTACT GENE SNAY 474-3853							

8. RESTRICTIONS	THE CONTAINERS LISTED ABOVE WERE RECEIVED AT THE NEW YORK STATE RECORDS CENTER EXCEPT AS NOTED.
	COMMISSIONER OF GENERAL SERVICES BY ..... SIGNATURE ..... DATE

9. TOTAL NUMBER OF CONTAINERS	SIZE OF CONTAINER			12. EXCEPTIONS
	9A. LENGTH	9B. WIDTH	9C. DEPTH	

10. AGENCY RECORDS OFFICER

..... DATE

..... SIGNATURE ..... TITLE

White Copy - Agency Locator Canary Copy - Records Center Pink Copy - Disposition Notice Gold Copy - Agency

SEND ONE COPY TO
BUSINESS MANAGEMENT
SERVICES UNIT
Rm. 166 EBA

BUSINESS MANAGEMENT SERVICES UNIT
NEW YORK STATE EDUCATION DEPARTMENT
OFFICE OF ADMINISTRATIVE SERVICES

OFFICE EQUIPMENT REPAIR REQUEST
AA-12 (10/77)

Date _____

Unit _____ Rm. No. _____ Building _____

Name of Operator _____ Tel. Ext. _____

Type of Equipment _____ Make _____ Serial No. _____

DESCRIPTION OF TROUBLE _____

REQUESTED BY _____

CONTACT TARRY BREADS 474-3852

_____
Official Title

CS 547 (4/78) **RECORDS CENTER REFERENCE REQUEST**

TO BE COMPLETED BY AGENCY

REFERENCE REQUESTED

LOCATION OF RECORDS

AGENCY LIST NUMBER	AGENCY CONTAINER NUMBER	RR	ST	SH	#

INFORMATION REQUESTED BY

AGENCY	SIGNATURE	TITLE

FURNISH INFORMATION BY:
☐ MAIL ☐ TELEPHONE
☐ MESSENGER ☐ OTHER

GIVE ADDRESS, TELEPHONE NUMBER OR SPECIFY OTHER:

RECORDS CENTER USE

RECORDS CENTER NUMBER

PROCESSED BY

NOT FURNISHED ☐

REMARKS

CONTACT GENE SNAY
474-3853

PRESS FIRMLY - NO FELT TIP PENS

STATE OF NEW YORK-EXECUTIVE DEPARTMENT
OFFICE OF GENERAL SERVICES

TO: RECORDS CENTER, BUILDING 21
STATE OFFICE BUILDING CAMPUS, ALBANY, N.Y. 12226

RES. NO. _____
(1-5)

STATE OF NEW YORK - EXECUTIVE DEPARTMENT
OFFICE OF GENERAL SERVICES
BUREAU OF FLEET MANAGEMENT

FM 64 (1/76)
AUTOMOBILE
USE REQUEST

TO BE COMPLETED BY REQUESTING AGENCY (Please Type or Print)

Operator's Name (6-20) (Last, First Init., Middle Init.)	Social Security Number (21-29)	Destination
No. of Passengers Including Driver (30-31)	Agency	Division or Bureau
Agency Billing Code (32-35)	The Use of an OGS Pool Car is Requested (Dates and Hours of Day) From: To:	
Fund Code (36-41)	Is operator duly licensed to operate a motor vehicle? ☐ YES ☐ NO	Signature of Authorized Official / Date

THIS SPACE FOR DISPATCH SECTION USE ONLY

Destination Code (42-45)	Failed to Appear 46 A ☐ Late Return B ☐	Days Penalized (47-49)	Dispatcher's Signature

Vehicle Identification Number (54-59)

TO BE COMPLETED BY OPERATOR AT END OF TRIP

Was car involved in an accident? ☐ YES ☐ NO

Was credit card returned? ☐ YES ☐ NO

NOTE ANY MECHANICAL DEFICIENCIES IN CAR

TIME	ODOMETER READING
_____ (60-63)	IN _____
_____ (64-67)	OUT _____
DAYS (68-70)	MILES (71-76)

"I certify that all travel indicated above was necessary and on official New York State business and that the statements I have made are correct to the best of my knowledge"

OPERATOR'S SIGNATURE _____ DATE _____

PUBLICATIONS DISTRIBUTION
J. Schwendinger 474-3806

OGS KEYPUNCH COPY

CONTACT
GENE SNAY
474-3853

BUSINESS MANAGEMENT SERVICES UNIT
THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
Albany, New York 12234

APPLICATION FOR PUBLIC ACCESS TO RECORDS

TO: Records Access Officer: James J. Blendell
Name of Agency: New York State Education Department
Address: Albany, New York 12234

I HEREBY APPLY TO INSPECT THE FOLLOWING RECORD:

_____

_____

_____

Signature: _____

Date: _____

Representing: _____

Mailing Address: _____

FOR AGENCY USE ONLY

APPROVED ☐

DISAPPROVED (for the reason(s) check below): ☐

☐ Confidential Disclosure

☐ Record of which this agency is legal custodial cannot be found

☐ Unwarranted invasion of personal privacy

☐ Exempted by statute other than the Freedom of Information Law

☐ Other (specify) _____

Signature: _____

Title: _____ Date: _____

NOTICE: YOU HAVE A RIGHT TO APPEAL A DENIAL OF THIS APPLICATION TO THE HEAD OF THIS AGENCY

Gordon M. Ambach, Commissioner of Education (Name) NYS Education Department, Albany, N.Y. 12234 (Business Address)

WHO MUST FULLY EXPLAIN HIS REASONS FOR SUCH DENIAL IN WRITING WITHIN SEVEN DAYS OF RECEIPT OF AN APPEAL

I HEREBY APPEAL:

GENERAL INFORMATION REGARDING TELEPHONES

1) Bureau Chiefs have a choice of either the office lines or a private line. An intercom is provided to and from professional and secretarial staff, but not between professional level employees.
2) The general telephone guidelines will be applied to offices where the professional staff spend a majority of their business hours at their work stations. Offices where the personnel spend a majority of the work week in locations other than their offices (for example, investigators) will be assigned telephones and lines in a manner consistent with the reduced daily needs of the telephone system.
3) Any request for new telephone service, removal of telephone service, or changes in the telephone should be sent, in writing, to the Business Management Services Unit.

To request repairs on current telephone service (e.g., lights not working, intercom dead), the telphone repair service should be contacted directly on 9-449-8800.

FIRST AID KITS

In order to handle emergencies, including employee illness or injury at locations outside the Education Building, provisions have been made for the distribution of first aid kits to remote locations. To avoid any complications resulting from untrained individuals administering drugs or medications considered to be within the prerogative of licensed medical and nursing personnel, no items other than those provided in these first aid kits will be made available.

If first aid kits are not available at any given location, the highest ranking Department employee, or the individual designated as responsible for building services, should request the appropriate number of first aid kits for that location from the Business Management Services Unit, Room 169-A, EB.

REQUEST FOR CHANGE OF OFFICE SPACE ALLOCATION OR DESIGN

When an office in any of the Education Department's owned or rented facilities requires a change in the allocation, location or design of the office's space, the Division of Education Business Management Services must be consulted. All office layout designs and the equipment contained therein must be approved by the Division. This is for fiscal management and safety purposes.

Periodically, the Division will review the Department's space utilization. This may result in the Division changing an office's location, allocation or design.

All arrangements for changes in telephone service, electrical service and related requests for maintenance staff are coordinated through the Division office. The Building Superintendent's office, contractors and the telephone company are not to be contacted directly.

PURCHASE UNIT

PURCHASING — GENERAL

Purchasing policies are formulated to comply with provision of the State Finance Law, Rules and Regulations of the Department of Audit and Control, and the Office of General Services Agency Purchasing Guidelines. Because of the involvement of several different agencies in the purchasing process, to avoid crises, it is important to allow 45 to 90 days for the processing of forms, solicitation and tabulation of bids where required and receipt of necessary approvals by State regulatory agencies. Finally, it is not the intent of the Education Department to circumvent the State Finance Law for the purpose of encumbering expiring funds. If sufficient time is not allowed for proper completion of the procurement process, orders may be returned and funds lapsed.

PROCUREMENT OF MATERIALS AND/OR SERVICES

Offices needing to purchase or lease materials or services (except personal services) must submit to the Purchase Unit a purchase requisition Form PR-10 for each vendor. If mate-

rials or services are to be paid from different fund sources, a Form PR-10 must be submitted for each designated State or Federal fund. The third, or yellow, copy of each requisition should be maintained by each requesting office in appropriate "Unit Requisition Number" order to facilitate subsequent discussion of any given request. The requester must closely identify the type of supply, equipment, or service required in concise terms. The description should leave no doubt as to the item required. A justification of need should accompany all requisitions for other than routine office supply requests. If a particular product available from only one vendor is required, a "sole source" justification must be submitted with the requisition identifying the special need, stating why this item is the only available commodity or service that will satisfy the stated need and including a statement of sole vendor status from the vendor. The requesting office must determine if the commodity or its equal is available from a preferred source. These sources, in order, are: The Division of Correctional Services, Industries for the Blind, Industries for the Handicapped, and New York State Contract. If an equal commodity is available from one of these sources, it *must* be ordered from that supplier. Information and assistance regarding preferred sources may be obtained from the Purchase Unit. If the requested commodity is not available from these sources, it may be secured on the open market under one of the following procedures:

1) Open market purchases of less than $1,000 may be made simply by submitting a completed purchase requisition to the Purchase Unit. A reasonable effort to obtain the best possible prices is, however, required.
2) Open market purchases of $1,000 to $1,500 may also be made by submitting a completed purchase requisition to the Purchase Unit. In these cases, three written quotations must be solicited; awards must be made to the lowest responsible quoting vendor (exceptions must be documented although certain exceptions may be required for products manufactured in New York State); and all documents must be submitted with the requisition.
3) Open market purchases of over $1,500 must be made by utilizing the bidding process through the Purchase Unit. In these cases, the requesting office must submit to the Purchase Unit, in addition to a completed purchase requisition, detailed specifications for the commodity required and bidders list containing the names and addresses of at least five possible vendors. These materials will be combined with other information into the proper format for bidding and will, depending upon regulations, either be bid from the Department or forwarded as a Request for Purchase to the Office of General Services for bidding by that agency. After the sealed bids are publicly opened, an award will be made to the lowest responsible bidder. If the bidding process is related to a request for services (other than \personal) of less than $5,000 value or for a commodity, a purchase order will be issued at this time. If the bidding process is related to a request for services (other than personal) of over $5,000 value, a contract must then be prepared (see Preparation of Contracts - Division of Fiscal Management - this Manual).
4) Upon receipt of materials ordered by the requesting office it is vital that the delivery copy of the purchase order be signed and returned to the Purchase Unit as soon as possible. This signed document indicates that all materials or services are received and complete. This serves as notice to our Finance Unit that the purchase order can now be processed for payment.

PRIOR APPROVAL FOR PURCHASE

It is the Department's policy that offices receive prior approval for purchase of all items bought from Department funds, either Federal, State or Regents monies. Confirming requisitions, that is, requisitions for materials that have already been ordered, purchased, and/or received, are not acceptable. There are several reasons for this policy:

1) The Business Management Services Unit may be able to advise the requisitioning office of a more appropriate item at a better price;
2) The Department may have usable surplus (usually equipment and furniture); and

3) The requisitioning office may inadvertently purchase from a vendor not on contract or from one not acceptable to the Comptroller's Office or the Office of General Services, thereby placing the Department in the disadvantageous position of having to pay for goods or equipment ordered for which approval cannot be obtained. This could, in a few cases, require personal payment from the requisitioner, a situation which would be most unsatisfactory.

Please note, for requests concderning equipment and furniture, vendors are to contact the Business Management Services Unit before they contact other Department personnel (see Equipment and Furniture Vendors under Business Management Services Unit).

If the time element involved in processing requisitions presents a problem, please advise the Director, Division of Education Business Management Services, who will give the requisition immediate attention.

NEW YORK STATE EDUCATION DEPARTMENT OFFICE OF BUSINESS MANAGEMENT AND PERSONNEL **REQUISITION** FORM PR-10 (5/64)	REQUISITIONING OFFICE	DELIVER TO ROOM	DATE	UNIT REQ. NUMBER

DESCRIPTION OF MATERIAL/SERVICE	QTY.	UNIT	PRICE	TOTAL COST	SUGGESTED VENDOR	P.O. & CONT. No.
FOR ASSISTANCE IN COMPLETING						
THIS FORM PR-10 PLEASE CONTACT						
GLEN SOUTHWELL on 474-3857						

FUND TO BE CHARGED:

Purchase Office Use Only	Purchase Order Number	Dept. Div.	Fund	Year and Bill No.	MP Prog. Line	MO MO Char.	SP SUNY Char.	SO SO Obj.	Project	Estimated Amount
		1100								

RECEIVED BY _____

DATE _____

APPROVED _____
BUS. MGT. AND PER

_____
AUTHORIZED SIGNATURE
(BUREAU CHIEF OR HIGHER)

MAILROOMS

INTEROFFICE MAIL

Mail sent between offices of the Education Department (including Department offices located outside the Education Building and Addition) should be placed in the interoffice envelopes designated for this purpose. These envelopes are designed to allow many sendings by crossing off one name and location and using the next address block in succession.

For private and confidential mail, use a white envelope and insert the envelope in an interoffice envelope.

In order to save time in sorting the interoffice mail for fast delivery in the Department, all three lines of the address block of the multiple sending interoffice envelope should be completed as follows:

Name of Individual

Unit Name (Division, Bureau, etc.)

Room Number, Street Address

Room numbers are included in the Department's Telephone Directory for your reference.

DIRECTIVES, NOTICES, ETC.

Any office wishing to distribute officially approved directives, notices and other general interoffice mail which is meant for a certain segment of Department population, may request this to be done by the Department mailroom on Form AA-132, available in Room 164, and thereby save the time of inserting the material in interoffice envelopes.

The following are the four usual distributions:

Mgt./Conf. All persons designated as Management or Confidential.

Distribution A Cabinet (Commissioner, Executive Deputy, Deputy and Associate Commissioners, Director of Public Information, Executive Assistant to the Commissioner, Secretary to the Board of Regents), Assistant Commissioners, Division Directors, Bureau Chiefs, Board Secretaries and Officers of Comparable Rank.

Distribution B Professional Staff of the Department.

Distribution C All Personnel of the Department.

This service is available only for materials which are official business of the Department. If there are any questions concerning materials that can be distributed, the Director of the Division of Education Business Management Services should be consulted before the materials are prepared for distribution.

Any office receiving too few or too many copies of materials distributed under the procedure, should notify the appropriate mailroom of the desired adjustment.

INTERAGENCY MAIL

An interagency mail service is provided for mail between the Education Department and other State departments in Albany and several other cities where State agencies are located. Special envelopes are available in two sizes, No. 10 pink or yellow and 10" x 15" yellow with red printing, and can be obtained from the Stockroom.

Material which will not fit in these special envelopes should be put in the proper size manila envelope or a carton (up to 50 lbs.) with a special interagency envelope attached showing the destination.

Interagency mail should be addressed in the following manner:

Name of Addressee

Unit Name

Agency Name

Street

City

For schedules and delivery points, contact the Office of General Services Messenger Service at 457-8113.

POSTAL MAIL

Mail requiring special postal service, such as Special Delivery, Express Mail, Special Handling, Foreign Mail, Certified or Registered Mail, must be approved by the mailroom and be accompanied by a memo of justification. This type of mail must have appropriate indication on the envelope and should be kept separate in the mail pickup basket in each office. This will insure the proper postage and handling of our outgoing mail.

All other white mail (No. 10 envelopes not requiring special service) should be "inter-flapped" and rubber banded for mail pickup.

All materials put in a manila envelope for mailing will be sent at the lowest possible postage rate unless FIRST CLASS is specified in large letters in the lower right or lower left corners of the envelopes.

However, if such material can be sent at a cheaper rate, without loss of time, the cheaper rate will be used. Heavy packages being sent Air Mail or First Class Mail must be accompanied by a memorandum of justification.

OUTGOING DEPARTMENT MAIL CREATED AFTER LAST INTEROFFICE MAIL PICKUP

Education Building, Education Building Addition, Cultural Education Center: Department mail which must be mailed that day must be brought to the mailroom before 4:30 p.m.

Twin Towers: Mail must be brought to the mailroom before 4:00 p.m. The truck leaves at 4:30 p.m. for the Post Office.

UNUSUALLY LARGE MAILINGS

Some envelopes for bulky material will have to be premetered before stuffing. Contact the mailroom before any large mailings to insure correct mailing method. Materials must reach the Post Office on the date shown on the meter stamp. No mail will be premetered before envelopes are addressed.

Clasp envelopes should be clasped and self-sealing envelopes should be sealed before being sent to the mailroom to prevent loss of content.

PERSONAL MAIL POLICY

1) Employees may not use the Education Department as a mailing address for personal mail;
2) Department stationery, envelopes or postage may not be used in the mailing of personal mail; and
3) Personal mail will not be picked up in any office by mailroom staff. Employees wishing to send personal mail must either use the "For Personal Mail Only" chute mentioned below or use an outside postal box.

USE OF "FOR PERSONAL MAIL ONLY" CHUTE

A personal mailing chute exists on the first floor of the Education Building Addition for the use of Department employees. Use of this chute is subject to the following conditions:

1) Only personal mail may be deposited;
2) Deposits are limited to sealed or otherwise securely fastened envelopes which can be inserted in the mail chute slot;
3) No interoffice mail is to be placed in the chute; and
4) Stamped or prepaid outgoing personal mail which meets the above mentioned condition may be placed in the chute. (Postage for personal mail is not available for sale in the mailroom.) The mail chute is emptied once a day at 4:00 p.m.

Personnel in the Twin Towers and Cultural Education Center are required to utilize the nearest Postal Mail Box for sending personal mail.

MECHANIZED MAILING SERVICE

The Office Services Unit of the Education Department maintains three inserting machines for inserting materials in envelopes used in high volume mailings by Department offices. Each inserter is capable of inserting up to four enclosures in an envelope provided the envelope and material meet the machine's requirements.

Mailing should be scheduled by contacting the Office Services Unit as far in advance as possible in order to avoid conflicts in mailings. Offices should make these arrangements before establishing their mailing deadlines and before ordering materials for mailings to be sure that the service can be scheduled and the materials are within the tolerances of the machines. In addition, offices should arrange to provide an employee to assist the Office Services staff with the operation if necessary.

STOCKROOM

A central stockroom under the jurisdiction of the Office Services Unit has been established in Room 8 of the Education Building to supply standard office supplies. The stockroom is open to issue materials during the hours of 9:30 a.m. to 1:30 p.m.

All regularly used items will be in stock at all times. There will, therefore, be no need for sorting such supplies by each Department unit.

Requests for stockroom supplies must be made on Requisition Form PR-10 which may be obtained in the stockroom. In cases requiring delivery service, the delivery will normally be made on the day the requisition is received.

Office supplies and related material not available from the stockroom should be requested on Form PR-10, Purchase Requisition (see Procurement of Materials and/or Services, this manual).

A "Stockroom Catalog" listing the office supplies and materials available from the stockroom has been distributed to all offices in the Department. If any office has not received a copy of this catalog, estra copies are available in Room 8.

PURCHASE OF PUBLICATIONS FOR USE IN DEPARTMENT OFFICES

Publications essential to the daily work of an office which are not available from sources other than purchase, may be obtained by filling out the appropriate requisition form.

ADDRESS LABELING SYSTEM

Computer address files for educational officials and institutions to whom Department mailings are regularly made, are maintained by the Office Services Unit. Requisitions for addressing may be obtained from the stockroom by completing Form OS-14, Requisition for Address Labeling, and are to be submitted to the Office Services Unit. Offices establishing computer address lists are responsible for notifying the Office Services Unit, in writing, of any additions, deletions, or corrections to these lists. Computer printouts of address lists are available in order to help each responsible office check their mailing list for updating.

The new computer address labeling system allows the customer to receive address files from our system in different ways. For example:

1) Any address file in zip code order;
2) Multiple files combined in zip code order for use in mailings such as presort First Class or Third Class Bulk;
3) A zip code range of address can be extracted from single or multiple files, such as a range of zip 12000 to zip 12300. The address labeling system can provide different types of address services:

A heat sensitive address label which is put on envelopes by the labeling system;

Pressure sensitive labels for offices needing them for mailings which cannot be put in envelopes because of the bulkiness;

A duplicate label process set up in order to allow a single address to be printed on pressure sensitive or heat sensitive labels when this address is used on a continuous basis such as mailings for Department Regional Offices.

MESSENGER SERVICE

The Office Services Unit provides hand-carry messenger service between Education Department Offices, State University of New York at Albany/Downtown, and other downtown State Agency Offices. The service provides delivery of materials that are essential for immediate delivery and is not to be used as a regular mail run between offices or other agencies. Routine materials should be sent by Department mail or Interagency mail. The service does not deliver anything that cannot be carried inside the briefcase provided to the messengers. Therefore, good judgement on the part of the customer should be used. The messengers are required to obtain signatures from the office they are making a delivery to or they are not to leave the material. Cooperation of customers is necessary if service is to be effective. To call messenger service for EB, EBA, or Twin Towers, call 4-4943; for the Cultural Center, call 4-3855. When calling the messenger service, provide the following information:

1) Name of office calling:
2) Room number of calling office;
3) Building location calling from;
4) Name of office to receive delivery;
5) Room number to be delivered to;
6) Building to be delivered to.

The messenger service operates daily from 8:30 a.m. to 4:00 p.m.

PUBLICATIONS WAREHOUSE

The Publications Warehouse is located in the Cultural Education Center Basement. The warehouse is used for the storage and mailing of all publications printed by the Department. The warehouse also processes many bulk mailings sent by the Department such as *Inside Education, NAHO,* and various newsletters which have been addressed by the address labeling system.

All requisitions for printing and those requested for duplicating where an outside distribution is to be made must be accompanied by a Publications Distribution Request, Form OS-6 (available in Room 164), which gives all the information necessary for outside distributions.

PUBLICATIONS DISTRIBUTIONS SALES DESK

The Publications Distribution Sales Desk distributes, either by mail or on a walk-in basis, orders for Departmental publications produced for outside distribution.

There is a minor charge for each publication with certain exceptions. If an employee or a Department office has a special interest in a publication, one copy per employee or office may be obtained free of charge from the Publications Distribution Sales Desk (see Administrative Forms Manual). A memo signed by a Bureau Chief must accompany any request for publications.

Not more than one copy of any Department publication may be furnished without charge to any State school official, head of a State Department, member of the Legislature, newspaper, education department of another State, donor to this Department, school, library or other institution that is a member of The University of the State of New York.

Whenever an individual has contributed to or cooperated in the preparation of a Department publication, a reasonable number of copies may be furnished to that individual without charge.

No charge shall be made for blank forms, reports, pamphlets and other printed documents necessary or proper in the conduct of the official business of the Department.

Any office, other than the originator of the publication, that wishes to make a distribution of a Department publication, must have the written permission of the originating office before a distribution can be made.

Because of the limits of the Department's internal distribution procedures, many of the Department's new publications are distributed to professional staff who have only a slight interest in the material. If, after reviewing such publications, they appear to have no lasting interest to the recipient, please return them to the Publications Distribution Desk, Room 164. They will be returned from there to the Publications Warehouse for subsequent requested distribution.

OFFICE SERVICES SECTION FORMS

The forms most commonly used for Office Services transactions are reproduced on the following pages. For further information, contact James Hyer on 4-3806.

THE STATE EDUCATION DEPARTMENT
REQUISITION FOR ADDRESS LABELS

Division ..... Date .....

Office Services, Room 173: Please have addressed

Envelopes (size and style) ..... Labels .....

Requisitions should be submitted: 1 week prior to needed date for #10's.
2 weeks prior to needed date for manila envelope.

File codes requested. (Please order by using 5-digit code number.)

1		2		3	
4		5		6	

When needed ..... Ext. ..... Deliver to room .....

Space for additional requests on reverse side of card. *(Signed)* .....
Director (OVER)

Send All Number Changes To Mailroom Room 174, EBA

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
Office of Administrative Service
Request for Internal Mail Distribution

Submit 3 Copies To Mailroom Room 174, EBA

Form AA 132 (4/80)

TO: Mailroom, Room 174-EBA

FROM:

DATE:

DISTRIBUTION KEY

Mgt/Conf - Management/Confidential
A - Bureau Chief and Above
B - All Professional Staff
C - All Staff

Please distribute _____, a sample of
(Name of Publication, Memorandum, etc.)
which is attached, as follows:

TOTAL ALL LINES CHECKED, USING THE FIGURES TO THE RIGHT OF EACH LINE AND PUT THE TOTAL IN THE "TOTAL COPIES REQUIRED" BOX AT THE BOTTOM OF THE REVERSE SIDE OF THIS FORM.

Education Bldg. includes Addition	# copies req.
___ Mgt/Conf.	179
___ A	95
___ B	506
___ C	1043

Cultural Education Center	
___ Mgt/Conf.	73
___ A	65
___ B	456
___ C	1015

Museum Exhibit Prod. Facility 60 Commerce Ave.	
___ Mgt/Conf.	2
___ A	3
___ B	16
___ C	64

Twin Towers (exclusive of O.V.R.)	# copies req.
___ Mgt/Conf.	22
___ A	22
___ B	152
___ C	268

O.V.R. Main Office 19th floor, TT	
___ Mgt/Conf.	29
___ A	19
___ B	58
___ C	115

O.V.R. Local Offices	
___ Mgt/Conf.	19
___ A	15
___ B	554
___ C	1096

PLEASE USE REVERSE SIDE OF THIS FORM FOR FIELD OFFICE LOCATIONS AND DISTRIBUTION NUMBERS, FOR SPECIAL INSTRUCTIONS AND FOR TOTALS.

BUILDING AND GROUNDS MAINTENANCE SERVICES

REQUEST FOR BUILDING SERVICES

All building services are under the immediate supervision of the Building Superintendent who, in turn, is responsible to the Director of the Division of Education Business Management Services. Requests for such services should be made to the Building Superintendent. The Division of Education Business Management Services is consulted only when the request has more than routine importance such as the removal or relocation of a partition or for telephone and electrical changes. In no case should requests be made to persons on the staff of the Building Superintendent such as a carpenter, painter or electrician. Services are scheduled in accordance with the urgency of the request and the availability of staff and supplies.

Except in emergencies, requests for services must be made well in advance of the time services are required.

All building services in the Education Building and Addition are furnished by the Department. In other locations, building services are furnished by the Department or the landlord. Requests for such services in these buildings should be routed in the same manner as indicated below.

ROOM REDECORATION

Subject to the availability of funds and personnel, Education Department office space is redecorated in accordance with a schedule based on need. Projects are organized by suites of offices to avoid unnecessary movement of scaffolds and materials. Requests should be made in writing to the Division of Education Business Management Services, Room 147, Education Building.

CLEANING AND DUSTING

The Education Building, Addition, and 55 Elk Street are cleaned daily by Building Service Aides between the hours of 4:00 a.m. and 8:00 a.m. Cleaners are available during the day to provide cleaning services in emergencies. Call 4-5867 for assistance. Normally, the Building Service Aides are responsible for such things as sweeping floors, vacuuming carpeting, cleaning venetian blinds, dusting tables, shelving and desks. They also empty ash trays and wastebaskets, but are not expected to organize material on desks, tables, etc., or to dust desks and tables that are cluttered with materials.

Complaints or requests for special cleaning services should be directed to the Building Superintendent on 4-5866.

ELEVATOR SERVICE

The main entrance elevators in the Education Building and Addition are in continuous operation. Since the main entrance elevators do not provide direct access to the second floor mezzanine in the Education Building, persons who are physically unable to use the stairway to that floor should call the Building Superintendent (4-5866) who will dispatch an operator for the Swan Street service elevator.

SECURITY OF AND ADMISSION TO EDUCATION BUILDING AND ADDITION AFTER NORMAL OFFICE HOURS

Department staff members are requested to close all windows, turn out all lights and lock room doors when leaving the office at the end of the day. Desk drawers should be locked; valuables should be locked in containers.

All outside doors are locked at 6:00 p.m. except the main entrance, which is locked at 10:00 p.m. and the dock and basement of the building which are locked at 5:30 p.m. Admission to offices in the Education Building and Addition outside regular working hours will be limited to Department staff and authorized visitors. Employee identification cards may be obtained from the Division of Personnel. Visitors will be granted admission only if prior notice has been filed with the Building Superintendent by Department personnel of at least Bureau Chief or equivalent rank. When the Building Superintendent is notified, a memorandum will be forwarded to the building staff who are on duty 24 hours a day, instructing them to allow the visitor to enter. For employees

whose duties require attention outside regular office hours, room keys may be obtained from the Building Superintendent.

Access to offices outside regular working hours is available only by use of the Washington Avenue entrance to the Education Building.

As a security measure and as a means of locating personnel in case of emergency, all employees and visitors who wish to enter the building on Saturdays, Sundays, holidays, or after 6:00 p.m. on regular work days, are required to register at the Information Desk in the Main Building both when entering and leaving the building. Employees planning to remain at their desks beyond 6:00 p.m. on regular work days are required to notify the Building Guard at the Information Desk of their presence by calling 4-3852. When leaving the building, the employee must sign out.

PARKING REGULATIONS AT THE EDUCATION BUILDING

The following rules govern the use of parking facilities:

(1) Parking spaces in the courtyard of the Addition are assigned only to management level personnel. Those to whom spaces are assigned are specifically informed.

A. No special parking space will be reserved for individuals below the rank of Deputy Commissioner. Assigned individuals may park in any empty space marked or in accordance with directions from the Building Guard on duty.

B. Parking spaces are not transferable. Therefore, parking must be absolutely limited to the individual staff member to whom space has been assigned.

C. Parking is permitted for other cars for brief periods when they are being unloaded or loaded with materials being used on official business. At such times, the car may remain in the courtyard only so long as is necessary to accomplish the transfer of materials.

D. The driveway leading into the courtyard must be kept clear at all times, including the period from 6:00 p.m. to 6:00 a.m. when the gate is locked.

(2) Parking in the driveway between Elk Street and Swan Street is reserved for management level personnel by special permit only. Under no circumstances may a car be driven on the property of the Cathedral of All Saints. The driveway between the Education Building and the Cathedral of All Saints is to be kept clear at all times to permit passage of trucks and cars engaged in loading and unloading supplies and equipment at the loading platform and on official business with the Cathedral. These arrangements represent contractual agreements between the State Education Department and the Cathedral of All Saints.

BULLETIN BOARDS AND WALL DISPLAYS

It is the policy of the Department to permit only the posting of official notices, materials issued by the Federal government, official notices from other State agencies or other items approved by the Associate Commissioner for Administration. These materials may be posted on only those bulletin boards which have been made available for this purpose. Official bargaining unit representatives have designated boards for the posting of all appropriate notices.

Personal wall displays may be posted in offices only with the approval of the appropriate Bureau Chief or officer of comparable rank.

Although the use of cellophane or other types of adhesive tape to fasten items on walls may be a fast and easy way to put up a sign or picture, the removal of the tape usually results in the removal of the painted surface. The only way the resulting damage can be corrected is by repainting the entire surface. In view of this, tapes must not be used for wall displays either in offices or in corridors. When something must be displayed on either a permanent or temporary basis, the Building Superintendent will advise and assist, and has a supply of special items for use in material displays, including easels, temporary directional signs, etc.

Personal artwork may be hung in an office with the approval of the appropriate Bureau Chief or officer of comparable rank. Only artwork obtained from schools or donated to the Education Department may be hung in public areas. No display artwork may list sale price.

USE OF CHANCELLORS HALL

Chancellors Hall in the State Education Building is generally available for meetings sponsored by Federal and State agencies, civic groups and educational organizations. It may not be used for the presentation of any programs that are religious, political, commercial, exclusive, highly controversial or undignified or where profits for admission charges accrue to any individual or private organizations. Any person, association, organization or corporation permitted the use of the auditorium shall pay a fee in accordance with the fee schedule found in the RULES OF THE BOARD OF REGENTS and THE REGULATIONS OF THE COMMISSIONER OF EDUCATION.

Exceptions to that fee schedule will be made in the following instances:

(1) The Department will make no charges for the use of the hall if the events are under the auspices of the following institutions and organizations, and no admission fees are charged:

A. Institutions of The University of the State of New York; and B. State Departments and Agencies.

(2) The Department will charge for only maintenance costs in the case of:

A. Component parts of The University of the State of New York, other than State institutions;

B. Federal and local government agencies; and

C. Organizations, institutions and associations conducting programs for which admission fees are to be charged and the entire proceeds applied to educational and charitable purposes.

Requests for use of Chancellors Hall should be made to the Education Department Building Superintendent on "Application for Use of Chancellors Hall" form.

USE OF REGENTS ROOM AND ROOM 146 FOR EMPLOYEE RECEPTIONS

The Regents Room may be used for receptions for all employees who are retiring or leaving the Department who: are management level personnel (not including those personnel classified as "confidential"); are in NS positions above the Grade-13 level; or have more than 25 years of service with the Education Department.

Room 146 may be used for receptions for all employees who are retiring or leaving the Department with more than 10 years service with the Education Department, regardless of grade.

Requests to use the Regents Room or Room 146 should be forwarded, in writing, to the Building Superintendent's office.

CONFERENCE ROOMS

There are a number of conference rooms in the Education Building which are available for use by all Department units. Some of the rooms are assigned by the Building Superintendent's office. Other conference rooms are located within the offices of various administrative units and are assigned by those units. Telephone numbers for some of these conference rooms may be obtained by calling the Building Superintendent's office.

EMPLOYEE CAFETERIA

A cafeteria operated by an employee corporation known as the "Cultural Association for Education Employees" is located on the tenth floor of the Addition to the Education Building. The cafeteria is open between the hours of 7:00 a.m. and 4:00 p.m.

The use of the cafeteria is restricted to Education Department employees and visitors to the Department.

Membership in the Association includes all Education Department personnel. The corporation is headed by a five-member Board of Directors, each member being elected to a three-year term by ballot of all Albany-based Education Department employees.

HEATING AND AIR CONDITIONING

The Addition to the Education Building is equipped with an air conditioning system designed to create a continual flow of filtered, cooled or heated air to all offices.

In order that the system may operate effectively, it is absolutely necessary that windows not be opened except for necessary maintenance. An open window creates a lessening of the quality of the air rather than an improvement because it causes a flow of conditioned air out of the window. This action also causes a reduction in the flow of conditioned air to all other offices on other floors served by the same air duct.

Office temperatures can be adjusted when they are served by the convectors located beneath the windows. The Building Superintendent will assign personnel to make these adjustments whenever requested.

In order to conserve as much electrical energy as possible during the heating and cooling seasons, the Education Department has implemented new temperature control practices.

During the cooling season, the temperature control in all buildings will be set to provide office temperatures between 75 and 78, and during the heating season to provide office temperatures between 67 and 70.

The resetting is a relatively simple task in buildings with centrally controlled systems (i.e., the Addition) since it can be done by our Engineering staff at the main control panels. However, in buildings that have window air conditioning units installed or non-thermostatically controlled heating (i.e., certain areas of the Main Education Building) it is more difficult because of the amount of time needed to adjust each unit. Because of this, employees are asked to assist in setting temperatures in these offices.

Most of the window units in use in the Education Department have either a thermostat control knob or a button and radiators have shut off valves which, if set properly, can provide constant temperature. By experimenting with different settings and then after a few hours checking the room temperature (if there is no thermometer in an office, the Building Superintendent, Room 21, has extras available) it is possible to set the unit or radiator so that the room temperature will range between the seasonal ranges indicated above. If any difficulties in setting these units are encountered, please contact the Building Superintendent on Extension 4-5866 and a Stationary Engineer will visit the office.

In addition to setting air conditioning units, there are other measures that can be implemented to help conserve energy:

(1) Keep blinds, shades and drapes closed during operating hours;

(2) Make sure that air conditioning units are not operating in unoccupied offices. When leaving an office for over an hour, turn the air conditioner off and turn it back on upon returning;

(3) Turn the air conditioning system off approximately 30 minutes before leaving the office at the end of the day;

(4) Keep lighting as low as possible during operating hours;

(5) Do not leave doors open to non-air conditioned areas (i.e., corridors, storage areas, conference rooms, etc.);

(6) Do not operate air conditioning units that may be located in storage areas;

(7) Do not operate air conditioning units in conference rooms except when they are in use; and

(8) Do not leave windows open when air conditioning units are in full operation. When it is cool outside, open windows instead of operating the air conditioners. If windows cannot be opened, check the air conditioning unit, many of them have settings for fan or ventilation. At this setting, only the fan portion of the unit operates, bringing in fresh air from outside; the refrigeration portion of the unit, which is the element that uses the most power, does not operate.

HALL SAFETY

The placement of boxes and other objects in hallways can lead to extremely hazardous conditions. In order to maintain safety in halls, boxes (empty or full), equipment, furniture, umbrellas and other objects are not to be stored, permanently or temporarily, in the public passageways of the Education Building, Education Building Addition or any office space leased by the Education Department unless prior approval has been obtained from the Building Superintendent.

HOLIDAY DECORATIONS

Due to the danger of fire, the use of natural trees or boughs for holiday decoration or in open exhibit in the Education Building, Education Building Addition or any of the Department's leased quarters is prohibited.

In addition, care should be taken to assure that decorations used on artificial trees are of a fireproof nature.

ALCOHOL

The use of alcohol is not permitted. In cases where alcohol is to be used for social activities within the Education Building, Education Building Addition or any office space leased by the Education Department, permission of the Commissioner of Education is required.

BUREAU OF ADMINISTRATIVE ANALYSIS

The overall goal of the Bureau of Administrative Analysis is to improve the efficiency and effectiveness of the Department's programs. In pursuit of this objective, the Bureau works closely with program managers and other managers in Administrative Services to seek solutions to administrative and operating problems. This is done through studies and management audits which provide any or all of the following:

1. Documentation and evaluation of program goals, systems and procedures, organizational patterns, and work performance criteria.
2. Assistance in the development and application of automated and manual systems and procedures.
3. Assistance in the development of methods to collect, record, and process program data into useful management information.
4. Assistance in the implementation of appropriate recommendations, as well as other system changes.

The services of the Bureau of Administrative Analysis may be requested by the director of any program area or administrative office, in writing, to the Director, Bureau of Administrative Analysis. The request should state the nature of the problem, the type of assistance requested, and the presence of any deadlines. The Bureau's ability to accept or act upon requests will depend upon priorities established by the Associate Commissioner for Administrative Services.

BUREAU OF PUBLICATIONS

The Bureau of Publications provides complete editing, printing, photocopying, graphics and audiovisual services to all units of the Department. All Department printing, in any form, must be processed through the Bureau of Publications. The Bureau maintains editorial and printing quality standards and assures that printing is done in the most efficient and least costly way. It also assures that all materials published by the Department are in keeping with Department policies and goals. In addition, the Bureau provides printing cost data and operates the Department's printing and reproduction facilities.

ART AND PHOTO SERVICES

The Audiovisual Center, a unit of the Bureau of Publications, provides the Department with publication cover design and other graphic art and photographic services. Specific services as well as procedures for obtaining them can be obtained by calling the Audiovisual Center, 4-5479, Room 28 EB.

AUDIOVISUAL EQUIPMENT LOAN SERVICE

Audiovisual equipment, including tape recorders, slide projectors, filmstrip projectors, overhead projectors, 16mm motion picture projectors, screens, phonographs and related equipment, is available for use by Department staff. The loan service is provided through the Audiovisual

Equipment Shop. Equipment may be picked up in Room 28 between 9:00 - 11:00 a.m. and 2:00 - 4:00 p.m. and in Room 3074 of the Cultural Education Center between 9:00 - 10:00 a.m. and 2:00 - 3:00 p.m.

Availability of equipment may be ascertained and reservations made by calling 4-5479 in Room 28 EB or 3-4555 in Room 3074 of the Cultural Education Center.

Since equipment may be reserved for immediate use by someone else on its return, it must be returned when due.

Instructions for operating equipment will be given by appointment in Room 28.

Any malfunction of equipment should be noted on the card attached to each piece of equipment.

The equipment loan service is supervised by the Audiovisual Center, a unit of the Bureau of Publications. Comments and suggestions about the service should be made to the Audiovisual Shop Supervisor, 4-5479.

LETTERHEADS

In order to achieve greater uniformity, to assure acceptable designs, and to reduce the number of designs, the following policy governs the printing of letterheads for all units of the Department:

(1) The printing of all letterheads is to be on standard 8-1/2" x 11" size paper and of a uniform style of type. The size of type used for the name of the unit is not to exceed the size used for the name of the Department. The Associate Commissioner for Administration shall select the size and style of type to be used. All letterheads are to be printed in black ink.

(2) Paper to be used for letterheads is to be 20 lb. bond except for Cabinet officers. Onionskin letterheads will not be used.

(3) Letterheads for Assistant Commissioners and others of comparable rank may be thermographed.

(4) Each letterhead is to contain near the top center the two lines: THE UNIVERSITY OF THE STATE OF NEW YORK, THE STATE EDUCATION DEPARTMENT. On letterheads for use by offices in the State Education Building and the Addition, there shall be a third line reading: "Albany, New York 12234;" on letterheads for use of offices in the Twin Towers Building, there shall be a third line reading: "99 Washington Avenue" and a fourth line reading: "Albany, New York 12234;" for Cultural Education Center locations, the third line shall read: "Cultural Education Center" and the fourth line: "Albany, New York 12230;" for offices not in these locations, the address shall appear at the right, below the unit title.

(5) Letterheads will be provided to bureaus and other units of comparable or greater rank, including the following: District Offices of Vocational Rehabilitation, sections of the State Library, State Science Service, Boards of Examiners.

(6) Unit names are to be printed in accordance with the following standard format. Appropriate titles will be included, but names of individuals will not be listed.

A. Letterheads for Deputy, Associate and Assistant Commissioners have the title at the left. Letterheads for the State Library, State Museum and the State Science Service shall have at the left: "The State Library," "The New York State Museum" or "The New York State Science Service," with the unit name on the right.

B. Letterheads for Divisions are to have the title of the Division Director at the right and the title of the Assistant Commissioner at the left.

C. Letterheads for Bureaus are to have the title of the Division and Bureau at the right. The title of the Assistant Commissioner is to appear at the left. Bureaus reporting directly to an Assistant Commissioner will not list a division.

D. Letterheads for Professional Boards are to have the title of the board at the left. The title of the Assistant Commissioner and the Secretary are to appear at the right. One type of letterhead should be sufficient for all board operations.

E. Units not classified as Divisions or Bureaus are to be listed in accordance with the most appropriate of the above. Special letterheads will not be provided units below the level of Bureau.

(7) Letterheads are to be requisitioned in quantities of 1,000 or more.

(8) Questions as to forms of letterheads not covered by this statement of policy shall be referred to the Editorial Unit of the Bureau of Publications, 4-8154.

The policy as to form of letterheads is also to be followed in duplicated material on which a type of letterhead is used.

Each staff member who uses letterheads for official business should use the form prescribed for the unit to which the person is assigned.

DEPARTMENT IMPRINT

The official Department imprint, which appears on covers and title pages of publications, will consist of four lines. The following two listings must be included as the first two lines: The University of the State of New York, and The State Education Department (usually all caps).

In addition, as a third line, any of the following may be listed: an Office, a Division, a Bureau or a comparable level unit.

The fourth line consists of the place of publication (in most cases Albany, New York) and the date.

A sample:

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
The New York State Library
Albany, New York 1981

PREPARATION OF COPY

All materials submitted to the Bureau of Publications for printing will be edited in accordance with an acceptable style manual. Format for publication should be discussed in advance with the Editorial Unit. Camera-ready copy (copy to be printed "as is") must be typed *single space*. Manuscripts of 16 or more pages, to be set in type, will be submitted to Publications typewritten double-spaced on special optically scannable forms available from the Bureau or the Supply Room. NOTE: Typist must include a number of coding symbols giving the ECRM-1 scanner instructions on such variables as type face, size and positioning. A list of the most commonly required codes is available from the Editorial Unit, 4-8154. Specific questions on "automatic" typesetting also should be addressed to this Unit.

Shorter manuscripts and copy for letterheads, printed forms, will be submitted double-spaced to allow for type specifications and editing. Such manuscripts will then be sent to the Printing Plant for manual typesetting as promptly as the workload permits.

Questions concerning editing and typesetting should be directed to the Editorial Unit, 4-8154.

PRINTING AND DUPLICATING

All Department printing and duplicating, regardless of source of funds, is requisitioned from the Bureau of Publications on Form PUB-1, available from the Supply Room. A Publications Distribution Request Form (OS-6), specifying distribution lists, should accompany requisitions for printing and duplicating of all publications. The Distribution Request Form is provided by the Office Services Unit (see Office Service section, this Manual).

All requisitions for printing or duplicating of *publications* must be accompanied by a copy of a memorandum providing a brief description of the publication, including a statement of purpose, intended audience, and an estimate of cost obtained from the Bureau of Publications Production Unit not more than 30 days preceding the date of the memorandum. The memorandum should be initiated by the appropriate Bureau Chief, Division Director or officer of comparable rank, and routed through the proper administrative chain to the Assistant Commissioner, whose signature of approval is required. In the case of publications dealing with substantive policy, the signature of approval of the responsible Deputy Commissioner is required.

Requisitions for reprints of any printed or duplicated material should be accompanied by a copy of the last previous printing and original manuscript copy.

The Bureau of Publications will review all printing requests with respect to need for editing, format, printing specifications, funding and distribution. Printing and duplicating requests are subject to provisions of the Department's Action Plan for Paper Conservation (consult Publications Editorial Unit, 4-8154).

All inquiries regarding publications work in process shall be made to the Publications Editorial Unit, 4-8154. Inquiries concerning the printing and duplicating of forms should be made to the Publications Productions Unit, 4-3811.

Telephone calls or visits by Department personnel to the printing plant or to commercial printing or duplicating firms relative to Department printing are to be made only with the approval of the Publications Production Supervisor.

NEWSLETTERS

The use of newsletters as a means to inform appropriate personnel in the field of current developments is an effective way to provide leadership and supervision. The cost of printing and duplicating newsletters is funded by the originating program unit and must be included in annual work plans and cost projections. As with other publications, newsletters will be reviewed in the Bureau of Publications with respect to editorial standards, format, printing specifications and distribution.

The rules for listing names on the Regents page of official publications do not apply to newsletters. Instead, the newsletter should carry a small masthead: listing only *Division* personnel who are directly concerned with the program area covered by the newsletter.

QUESTIONS PERTAINING TO RACE, CREED, COLOR OR NATIONAL ORIGIN ON FORMS

In pursuit of the basic policy of the State to countenance no type of discrimination because of race, creed, religion, color or national origin, the following procedure should be observed as directed by a statement issued by the Governor in December of 1957.

No printed forms should be used by an agency that bear questions pertaining to race, creed, color or national origin except in those departments in which such questions are essential to the purpose for which the form is used and except for documents and forms relating to basic research on which the State Commission on Human Rights has been notified.

DISTRIBUTION OF NEW PUBLICATIONS TO MEMBERS OF THE STATE LEGISLATURE AND THE CONGRESSIONAL DELEGATION

It is the policy of the Department that members of the Legislature and of the Congressional Delegation will be sent only new publications that are of immediate concern to them. This policy does not govern requests from individual legislators or congressmen for a copy of a specific publication that is already in stock.

The responsibility for determining what new publication of the Department should be sent to members of the State Legislature and of the State Congressional Delegation rests with the Associate Commissioner for Administration. This refers to mailings to all members and mailings limited to the leaders of the Legislature, members of the Education Committees of the Legislature, or other groups of legislators.

In cases where the Associate Commissioner for Administration determines that a publication warrants a special mailing to selected legislators, the unit responsible for the publication will be requested to draft a covering letter for the Commissioner. The Associate Commissioner for Administration will then prepare the final letters for signature by the Commissioner and arrange for the mailing.

Requests from individual legislators or congressmen for manuscripts or materials not yet published should be referred to the Associate Commissioner for Administration who will make the appropriate response.

See also, Publications Distribution Warehouse and Sales Desk — Return of Unused Publications — Office Services section, this manual.

PRIVATE USE OF PUBLICATIONS FACILITIES

The facilities of the Bureau of Publications are normally not to be used for any notice of private or personal nature. An exception may be made for an announcement concerning the retirement of an employee with 20 years or more service in the Department or an employee of management level. However, in any case the number of notices printed may not exceed the number necessary for an "A" distribution by the Mailroom and no notice may be sent using the U. S. postal system.

However, such notices should be kept brief and contain only the following information:

Name of person retiring;

Date of retirement;

Office from which person is retiring;

If a luncheon or dinner is to be held, the time, date and place;

The name and room/telephone numbers of the committee in charge; and

The cut-off date for contributions or reservations.

Such notices may be printed on Department letterhead using Department facilities, but should not contain the letterheads of individual units of the Department. Notices will only be distributed on an "A" distribution base and no copies will be provided for distribution outside of the Agency.

No exceptions to this rule will be made without the approval of the Associate Commissioner for Administration (see also, Building and Grounds Maintenance Section, Use of Regents Room and Room 146 for Employee Receptions, this manual).

REFERRAL SLIPS

The use of referral slips by Education Department units is limited to the standard pink referral slip available on request in the Supply Room. Requests for individual unit referral slips will not be honored.

REPRINTS OF PUBLISHED ARTICLES AND SPEECHES OF EMPLOYEES

The following are guidelines concerning the reprinting of Department staff articles and speeches.

Reprints are permitted for only those items which have resulted directly from the author's departmental duties.

If, in the opinion of the Deputy Commissioner in charge of the program, the published article in its original form is not reaching all the persons and institutions within New York State whom the Department wishes to keep informed on the subject, reprints should be made available in sufficient quantity and distributed to all such persons and institutions. In these cases, as in all publications, the request for reprints should contain a list of the groups to whom reprints are to be sent with an estimate of the number of persons in each group.

REPRINTING OF DEPARTMENT PUBLICATIONS

Upon request, the Department grants permission to reprint material published by The University of the State of New York, subject to the following conditions:

(1) The permission granted is not exclusive. The University reserves the right to grant permission for such reproduction to other publishers, schools or individuals.

(2) The material may not be copyrighted.

(3) In cases where The University of the State of New York has received permission to reproduce in its publications material copyrighted by other publishers, The University does not delegate the right to any publisher, school or individual to reprint such copyrighted material. Permission to do so must be obtained from the original source.

(4) Acknowledgement shall be made to The University of the State of New York as publisher and to authors of the publication.

(5) A copy of the material thus reproduced shall be filed with the Bureau of Publications, New York State Education Department.

Requests should be directed to The New York State Education Department, Bureau of Publications, Room 161, State Education Building, Albany, New York 12234.

PUBLICATIONS CONTENT

Department publications will contain most or all of the following items or sections:

Title page
Regents page
Acknowledgments
Foreword or Preface
Contents page
Introduction
Text
Bibliography
Appendix

The title page is the first preliminary page and is counted as Roman number one, but does not have a folio (page number). It contains the title of the work one-third of the way down from the top of the page and the Department imprint which ends about one inch from the bottom of the page. The imprint should contain the date of publication.

The Regents page should be placed in a prominent place in the publication, preferably on the back of the title page — counted as Roman number two, but with no folio. It is a listing of the Regents and contains the names and titles of the Commissioner and Executive Deputy Commissioner of Education. It may also contain the names and titles of other Department personnel from deputy commissioners to bureau chiefs. This page is required in all publications which present curriculum materials, guidelines or viewpoints of the Department to persons outside the Department. See "Listing of Staff on Regents Page," below.

The Acknowledgements page is used to note the specific contributions of individuals—staff or others—to the publication.

The Foreword (note spelling) is an introductory note by the author. A Preface is an introductory note by a person other than the author. These sections may be used to describe the contents or the scope of the publication. See "Individual Signature/Imprint on Preliminary Pages" below.

The Contents page of most modern publications has the title "Contents" *not* "Table of Contents."

The Introduction differs from the Foreword or Preface in that it is the initial part of the text. It contains the folio Arabic one (1).

The text, the body of the publication, follows the Introduction.

The Bibliography is a list of publications or resources used in writing the text or which will be helpful to the reader's further knowledge of the topic discussed. It follows the text.

Appendixes, material supplemental to the text, follow the Bibliography. Pages for Bibliographies and Appendixes should not be numbered separately, but should be numbered consecutively following the last page of the text (if the last page of the text is 148, the Bibliography would start with 149).

It should be noted that blank pages are sometimes needed to fill out the four-page signatures in binding a publication. Such blank pages are counted but do not contain folios. Also, in the interest of saving paper, divider pages containing section titles are not allowed. The titles should appear at the top of text pages.

AUTHORSHIP/ACKNOWLEDGMENT OF CONTRIBUTION

Publications of the State Education Department are usually the result of the combined efforts of several staff members and represent the collective thinking of units of the Department. It is therefore proper that the Bureau(s) or Division(s) primarily concerned with preparation of a publication should be listed on the cover and/or title page. A member of the staff will be listed as author only when such individual is solely responsible for the preparation of publications such as scientific reports of the State Science Service.

Contributions other than sole authorship, by professional staff members to a manuscript will be credited on an "Acknowledgment" page which precedes other preliminary text pages. The contribution of each individual should be spelled out clearly—ambiguous statements such as "John Jones prepared the manuscript for publication" are not to be included.

Exceptions to this policy on authorship/acknowledgment will be made only with the approval of the Executive Deputy Commissioner.

INDIVIDUAL SIGNATURE/IMPRINT ON PRELIMINARY PAGES

Introductory remarks in a Department publication (whether foreword, preface or introduction) will carry the signature or imprint of the Commissioner or of his designated representative, or will be unsigned/without imprint. Introductory remarks in a Regents or University publication will carry the signature or imprint of the Chancellor or of the President of The University, or will be unsigned/without imprint. An exception is made for publications prepared by members of the State Science Service, where signed/imprinted preliminary matter often adds to the understanding of the subject matter. Other exceptions will be requested of the Commissioner through the Executive Deputy Commissioner.

LISTING OF STAFF ON REGENTS PAGE

The Regents page of a publication will contain, in addition to a current listing of the Regents, the names and titles of responsible Department staff from Commissioner to Bureau Chief. Inclusion of staff "equal in rank" to Bureau Chief or lower in rank, will be permitted only with the approval of the Executive Deputy Commissioner.

AFFIRMATIVE ACTION STATEMENT

Each Education Department publication will include a statement outlining the Department's compliance with Title IX of the Education Amendments of 1972. This statement, which may be obtained from the Editorial Unit (4-8154), will appear on the lower half of the title page, one inch above the Department imprint. In designing title pages, space must be left for including this statement.

COPYRIGHTS

It has long been Department policy that, with certain exceptions, Department publications will not be copyrighted. The policy amounts to tacit recognition that removal of all Department publications from the public domain would be a disservice to public and private elementary, secondary and higher education in New York State and would thus impede the Department's pursuit of its goals.

Selective copyright protection of certain materials published by the Department is necessary when dissemination must be restricted, as in the case of certain examinations. Also, documents containing original research findings of scientific value should be copyrighted if for no other reason than to spare the Department the necessity of having to prove common law ownership should it desire to reprint or quote from its own publication.

Requests to have new publications copyrighted should be made by memorandum, with full justification, to the Associate Commissioner for Administration.

PHOTOCOPYING COPYRIGHTED MATERIALS

The Department permits photocopying of pages of books and other published materials with the understanding that the supervisor who requisitions use of self-service copying machines has ascertained that the material to be copied is for restricted use within the Department.

Reprinting, in whole or in part, of materials copyrighted by others is discouraged because of the need for written permission and, on occasion, payment of substantial fees to the copyright holder.

PHOTOGRAPHS OF PEOPLE IN PUBLICATIONS

When a recognizable photograph of a person other than a Department employee is to be used in a Department publication, a release must be obtained from the subject; or, in the case of a minor, from the parent or guardian.

RAPID COPY CENTERS

Photoduplication (copying) services for Department use are maintained in Room 363 of the Education Building, Room 1722, Twin Towers and Room 3074, Cultural Education Center. In addition, rapid copy offset duplicating service is provided at the Cultural Education Center and the Addition. Requests for copies are made on Requisition Form PUB-3, signed by a Bureau Chief or higher officer.

RAPID COPY DUPLICATING

All jobs are to be printed on both sides if possible. *All* pages, including blank pages in two-sided jobs, should be numbered consecutively. If page numbers are to appear in the finished publication, they should be typewritten; if they are to be omitted, they should be written lightly in nonreproducing blue pencil at the bottom of the copy and circled.

All rapid copy duplicating is produced on 8-1/2" x 11" white paper. Copy will be reproduced exactly the same size and position on the page as submitted; enlargement, reduction and repositioning is not possible. Self-service, heavy duty stapling machines are available, but stapling must be done by the office which initiates the manuscript.

The originating office will be notified by telephone on completion of a job and should pick up the completed work as soon as possible.

MAXIMUM NUMBER OF COPIES

Single-sheet jobs, either one-sided or two-sided, 350 sheets; multiple-sheet jobs, up to 70 sheets, either one sided or two sided, 100 sets (multiple-sheet jobs may be collated).

COPYING

A staff person in each Rapid Copy Center is responsible for maintaining optimum production on the self-service copying machines by scheduling machines for specific work and ascertaining that machines are used only for Department work. This person also maintains the rapid flow of jobs through the copy center. Therefore, it may be necessary for him or her to interrupt a person working on a large job so that those with smaller jobs may use the machines and return to their work stations.

Use of the copying machines is normally on a first-come, first-served basis. However, special arrangements may be made for large volume runs by calling the Publications Production Supervisor, 4-3811.

Units using copying machines must furnish their own operators. The Bureau of Publications does not furnish staff for making copies except those made on the offset machine, nor will Publications staff be responsible for collating copied material.

The copying machines are available for use in all centers from 8:30 a.m. until 4:45 p.m.

PUBLICATIONS BUREAU FORMS

The forms most commonly used in publications transactions are reproduced on the following pages. For further information, call Bill Rooney on 4-3811 or Ron Sherwood on 4-8154.

PUB-1 (9/76) (942-121)

—PLEASE TYPE—

PUBLICATIONS BUREAU USE ONLY

INSTRUCTIONS: Retain YELLOW copy only. Send other three copies, Publication Distribution Request (required for publications only), and manuscript to the Bureau of Publications. The PINK copy will be returned with a record number assigned.

NEW YORK STATE EDUCATION DEPARTMENT

REQUISITION FOR PRINTING OR DUPLICATING

* Record Nos. _____

P.O. No. _____

OP | UY | DU | RC 1 / RC 2

Requisitioning Office | Room No. | Tel. Ext. | Date Ordered

For additional information, contact:

Title of Material | Date Required

Stock Size _____

Weight ____ Color _____

Operator _____

Form 05-6 Publication Distribution Request Attached ☐ yes ☐ no

Manuscript Pages (number)

Cover Required ☐ yes ☐ no

Art Submitted: Photos | Other (no. pieces)

Page Size X

Quantity Needed

	Yes	No
Collate	☐	☐
Staple	☐	☐
#Holes	☐	☐
#Fold	☐	☐
#submit sample)		

Print two sides ☐ Head to Head ☐ Head to Foot | ☐ Print one side only

Pick-up by: ☐ Maint. ☐ Mail ☐ Trucker ☐ Requester

Memo of Justification Provided ☐ yes ☐ no

Fund To Be Charged

Priority Code _____

Per _____

Charge: ☐ C> ☐ PF

☐ New ☐ Reprint ☐ Revision

Forms Committee Approval

Signature—(Bureau Chief or higher)

Initial Delivery To
- Publications Whse ☐
- Mailroom ☐
- Inserter Room ☐
- Room _____ ☐

Additional Requirements: Color ink (other than black), colored paper, padding, etc.

Code

* Please refer to Record No. in all communications with Bureau of Publications

09011

INSTRUCTIONS:
Submit to Rapid Copy Center where materials are reproduced

77390

NEW YORK STATE EDUCATION DEPARTMENT
Requisition for Short-Run Duplicating or Self-Service Photocopying
Form PUB-3 (10/76)

Requisitioning Office | Date | PUBLICATIONS BUREAU USE ONLY

Person to call when duplicating job is completed | Tel. | Room No.

Title or Description of Material	Number of Pages To be Reproduced	Number of Copies of Each Page	Total Number of Copies

Additional Information:

FUND

Signature (Bureau Chief or Higher)

PUB-42
(4/80)

The University of the State of New York
THE STATE EDUCATION DEPARTMENT
BUREAU OF PUBLICATIONS

TO: Bureau of Fiscal Management

FROM: James Blendell

DATE:

SUBJECT: Printing of _____

Record Number _____

The printing described above will be produced in the Department's printing plant or duplicating shop. In order to compensate for costs incurred in completing this job, the Bureau of Publications will charge the sub-object "Other Contractual Services" of the fund designated on your printing request (PUB-1) form.

Fund Number _____

Approximate Cost _____

If in processing your job we find the cost exceeds the original estimate, we will charge your account by the additional amount and notify you immediately.

Finally, please be advised that the dollar figure which appears above represents the approximate commercial cost of this job. This amount, plus 20 percent, can be used as a base figure in budgeting for a similar job next year.

PUB. REQUEST NUMBER

DEPT. DIV.	FUND	YEAR & BILL NO.	MP	MO	SP	SO	PROJECT	AMOUNT
1100				2		57		

Division of Electronic Data Processing

The Division of Electronic Data Processing (EDP) is responsible for fulfilling the data processing needs of the Department by providing effective support to foster good management and responsiveness to public service needs. The primary means for accomplishing these goals are:

1. To assess current computer resources, to project future Department computer requirements, to produce and operate the computer equipment necessary to meet the Department's needs.
2. To design, analyze, program, implement and maintain batch processing and on-line computer systems.
3. To furnish consultant services and user support to Department units in the areas of system analysis, programming, forms design, data entry, computer terminals, minicomputers, and basic data processing training.

COMPUTER FACILITIES

The Department has a dual processor Burroughs 7700 computer system, with computer memory capacity of six million characters. The Department's computer suports over 165 telecommunications terminal devices at more than 65 sites across the State, with plans to add networks with over 45 additional terminal devices. Expansion of the computer facilities is anticipated over the next several years to support new computer applications. Related equipment operated by the Division includes data entry equipment such as Keypunch machines, key-to-disk stations, and optical mark readers. In addition, a magnetic tape library of over 6,000 magnetic tapes is maintained by the Division.

CURRENT SYSTEMS

There are currently over 35 applications being processed on the Department's computer. Of these, 12 have on-line capabilities. Among the largest users are:

1. Office of Educational Finance, Management and School Services. Applications include State Aid modeling, State Aid payments, school financial processing, school food management, and Federal Aid accounting.
2. Office of Vocational Rehabilitation. Both financial and statistical processing are provided at a client and vendor level. The application is undergoing extensive revisions to allow for increased management information reporting.
3. Information Center on Education. A database containing information on schools and teachers is maintained to serve as the basis for responding to several hundred special requests annually.
4. Office of Higher and Professional Education. The automated Professional Licensing System processes the biennial re-registration of approximately one-half million professionals, and licensing examinations which are conducted semi-annually.
5. Office of Cultural Education. The Division supports five automated systems for the State Library including Statewide Inter-library Loan System, a circulation system for the Library for the Blind and the Collection Management system.

CONSULTANT SERVICES

Assistance is available to any Unit within the Department interested in the possibility of utilizing computers, computer-related equipment or automated services of any kind. Please contact the Director of the Division of Electronic Data Processing in Room 573 of the Education Building Annex.

Division of Fiscal Management

The Division coordinates all budgeting and accounting for the administrative finances of the Department, administers a comprehensive Work Plan/Budget Management System that assists in the evaluation of the administrative performance of Department operations, and has the responsibility for providing the primary liaison with the Division of the Budget and the Department of Audit and Control.

BUREAU OF BUDGET COORDINATION

The Bureau of Budget Coordination serves as budget advisor to the program officials in the development of budget requests; assists management in monitoring program implementation as well as providing program managers with continuous coordination between budget and program objectives through the work plan process.

The Bureau also acts as Department liaison with Division of the Budget.

BUDGET PREPARATION AND IMPLEMENTATION

Assistance and coordination in preparing budget requests, grant applications, long-range fiscal plans, work plans and the Department's annual financial plan (including the monitoring of the monthly cash flow) will be provided by the Bureau of Budget Coordination, Rooms 132-A and 138 EB.

Since forms and formats to be used in preparing budget material are subject to change from year to year, any questions regarding budget preparation should be directed to the Bureau of Budget Coordination.

BUDGET COORDINATION INQUIRIES FOR INFORMATION

All inquiries from the Division of the Budget or staff of the Legislative Fiscal Committees that require a written response must be directed through the Bureau of Budget Coordination, Room 132-A EB. Telephone or verbal inquiries for factual data from the Division of the Budget or the Fiscal Committees may be made directly to the person who requested the information, but the Bureau of Budget Coordination should be immediately informed of the question, the individual or office requesting the information, and the proposed response.

BUREAU OF FISCAL MANAGEMENT

The Bureau of Fiscal Management provides fiscal control and management of Department expenditures as well as maintaining the Department accounts and fiscal records by preparing financial statements and reports, providing auditing and processing services, receiving and accounting for revenues and providing program managers with information and fiscal advice on various funding sources and has the responsibility for the ongoing maintenance of the Program Accountability Reporting System (P.A.R.).

FISCAL MANAGEMENT SYSTEM

The Education Department, Bureau of Fiscal Management, operates under a comprehensive computer accounting and fiscal management system designated to provide current financial information for each program management area. This Bureau releases a computer-prepared expenditure report to designated program offices on a weekly basis. This report is called the R-3A and reflects assignments, expenditures (current month, year-to-date, life) and balances by organizational unit.

The use of the R-3A report should preclude any processing delays and provide an early indication of the need to change the original budget plan. Any questions regarding the R-3A report should be directed to the Bureau of Fiscal Management.

TRAVEL

Department policy, with respect to travel allowances, is governed by those individual negotiated agreements between the State and the respective bargaining units as promulgated by the Department of Audit and Control. All vouchers for the reimbursement of travel expenses shall be submitted to the Bureau of Fiscal Management within 30 days of the dates of travel.

TRAVEL ADVANCES

It is Department policy that employees traveling on official business should not be required to personally fund reimbursable costs.

To this end employees are urged to make use of the travel advance in order to avoid the outlay of personal funds.

Advances issued for specific trips are to be accounted for and settled within 30 days of the trip. Additional advances will not be issued unless earlier advances are settled.

Information regarding forms and procedures can be obtained by contacting the Bureau of Fiscal Management.

EMPLOYEE TRAVELER IDENTIFICATION CARDS

Staff who regularly work in the field who have need for identification for either travel or lodging purposes may obtain State of New York Lodging/Transportation Identification Cards from the Bureau of Fiscal Management upon written request approved by the appropriate Bureau Chief or higher.

REIMBURSEMENT FOR MEALS (NON-TRAVEL STATUS)

Non-Department-Sponsored Meetings

An employee may seek reimbursement for the cost of a non-Department meeting if the employee is:

a. Acting as the designated representative of the Department, or

b. Mandated to attend by the appropriate Deputy Commissioner, or

c. Attending a State-recognized seminar for which the Department of Audit and Control has issued a blanket approval.

Department-Sponsored Meetings — Luncheon Expenses

An employee may seek reimbursement for luncheon expenses if the appropriate Deputy Commissioner approves in writing the programmatic need to have lunch provided as an integral part of a meeting and all of the following criteria are met by the sponsoring unit:

a. Attendance at a meeting requires a full working day and it is not practical to allow for a lunch break.

b. A significant number (usually more than 50%) of those in attendance at such a meeting are non-Department people who are not being paid by the State for their attendance.

c. The attendance by Department staff and/or paid consultants is required and not at the discretion of the employee and/or consultant.

REIMBURSEMENT OF RELOCATION EXPENSES FOR NEW PROFESSIONAL EMPLOYEES

The State Finance Law authorizes the reimbursement of certain approved expenses incurred by new professional appointees of the Education Department in transporting themselves and their families to new places of residence, subject to the approval of the appointing officer. Reimbursement may be made for an initial appointment to only those positions in the competitive class which have been classified by the Department of Civil Service as "hard to fill." For exempt class positions, such as our Assistant and Associate Commissioners, the Department of Audit and Control requires the appointing authority's assurance and documentation that such relocation reimbursement is essential for recruitment purposes. A subsequent appointment may be deemed to be an initial appointment if it is made not less than three years following the termination of an earlier appointment.

Such reimbursement shall be for the actual and necessary moving expenses in excess of $200 if appointee's place of residence at the time of employment is outside of New York State, shall not exceed $1,000 nor be in excess of $800 if appointee's place of residence at the time of employment is within New York State. The weight of household goods subject to reimbursement cannot exceed 10,000 pounds. The cost of additional insurance, extra pickups or stops and the initial payment of $200 of moving expenses must be deducted from the total cost. Repayment of reimbursement monies must be made to the State if the appointee resigns or voluntarily separates from his position within one year of the effective date of appointment. Applications for reimbursement shall be filed by the eligible appointee through the appointing office.

REIMBURSEMENT OF TRANSPORTATION EXPENSES FOR PRE-EMPLOYMENT INTERVIEW

New Employees

Candidates traveling more than 50 miles to attend an interview for a position in the competitive class which has been classified by the Department of Civil Service as "hard to fill," or to compete in an examination for such a position may, at the discretion of the appointing authority and based upon availability of funds, be reimbursed up to a maximum of $500 per candidate, per position for necessary transportation expenses incurred. Positions in the exempt class require "hard to fill" designation by the Head of the Agency.

State Employees

State employees traveling 50 miles or more for examinations or related interviews may be reimbursed for necessary expenses incurred.

CONFERENCE FEES — DEPARTMENT-SPONSORED MEETINGS

Due to the limited funds available to the Education Department, an increasing number of field conferences sponsored by the Department have to be conducted on a self-sustaining basis through the imposition of a fee on participants. In order to facilitate the operation of conferences, the Regents Research Fund provides necessary bookkeeping and checkwriting services for these functions. All conferences, meetings, and seminars utilizing the services of the Regents Research Fund will operate on a self-sustaining basis that will preclude the accumulation of an operating surplus in excess of $1,000 per annum in any major program area. All expenditures made on behalf of each conference, meeting or seminar must be supported by appropriate receipted bills. All receipts and expenditures must be accounted for within 60 days of the event. Expenditures for alcoholic beverages are prohibited.

REIMBURSEMENT FOR MOVING EXPENSES WHEN AN EMPLOYEE IS TRANSFERRED, REASSIGNED OR PROMOTED

Employees who are eligible may be reimbursed for approved and necessary moving and traveling expenses in an amount not to exceed $800, provided that the claim for such payment is made within one year of their transfer, reassignment or promotion.

Because of the many conditions placed upon such reimbursement by law and by administrative regulations, please notify the Bureau of Fiscal Management when an employee is to be moved from one locality to another. If the employee is determined to be eligible, the necessary forms will be sent to the requesting office for completion.

MEMBERSHIP DUES

Individual membership dues paid to organizations and associations will not be reimbursed by the State since such charges are considered to be personal expenditures.

CODIFICATION OF EXPENDITURES AGAINST STATE AND FEDERAL FUNDS

Correct and complete identification of the fund, major purpose and sub-purpose to be charged is required on the following forms generally used for the expenditure of funds:

Appointment Notices
Travel Vouchers

Lodging Requests
Transportation Requests
Purchase Requests
Request for Contracts
Vouchers where Purchase Orders are not required
Travel Encumbrance Requests

Lodging and Transportation Requests must have the fund, major purpose and sub-purpose recorded on them before they are submitted to the vendor.

The Bureau of Fiscal Management will be able to complete processing of these forms only when they are correctly coded. Therefore, it is important that persons originating the forms have adequate knowledge of the codes to be used. Questions regarding coding should be directed to the Accounts Section, Bureau of Fiscal Management.

PREPARATION OF CONTRACTS

No liabilities in excess of $5,000 may be incurred by the Education Department without an executed and approved contract. State law requires that contracts be approved by the Attorney General and filed with the Comptroller. No one in the State has any authority to bind the State or the Department before that time.

The form "Request for Preparation of Contract" must be submitted, in duplicate, to the Bureau of Fiscal Management to initiate the contract procedure. Department of Audit and Control Regulations regarding procurement of contractual services state that:

(1) All contracts submitted for approval must be accompanied by evidence that competition has been sought. Where it is not feasible to obtain competition by the formal solicitation/sealed-bid method, competitive negotiation should be used; and

(2) Where competition is either lacking or ineffective, contract documents should be accompanied by a memorandum, setting forth the methods by which the office has satisfied itself that the best possible price has been obtained. A list of potential vendors contacted during the unit's investigation is recommended.

Therefore, all "Request for Preparation of Contract" submitted to the Bureau of Fiscal Management must either be accompanied by evidence that competition has been sought or must contain a justification for not having competition.

Staff officers working under existing contracts who find that more (or less) services than originally contracted for are needed, should immediately make the appropriate inquiries to the Bureau of Fiscal Management.

Only the following persons are authorized to execute contracts on behalf of the State Education Department:

a. Commissioner of Education
b. Executive Deputy Commissioner of Education
c. Counsel and Deputy Commissioner for Legal Affairs
d. Deputy Counsel
e. Assistant Counsel

The obligation of all Department funds remains the responsibility of the Office for Administrative Services. Any commitments made by program offices without the knowledge or prior approval of the Office for Administrative Services are not considered to be binding on behalf of the Department. Any staff member incurring an obligation without formal approval may be personally liable for the commitment.

OVERTIME MEALS

Employees who work overtime may be paid for meals to which they are entitled because of such work if they are eligible to receive such payments under appropriate sections of the negotiated unit agreements. To determine eligibility and/or proper payment level, consult your unit contract or the Bureau of Fiscal Management.

If it is determined that you are eligible for payment for overtime meals, your Bureau Chief or Supervisor of equivalent rank should submit a completed Overtime Meal Allowance Authorization, Form A-3, to the Bureau of Fiscal Management on the first business day following authorized overtime work.

REVENUE

Any and all revenue received by units of the Department are to be promptly transmitted to the Bureau of Fiscal Management with appropriate documentation. Revenue received should not be retained in any program office.

HONORARIUMS-FEES (NON-STATE EMPLOYEES)

The procedure for the approval to hire individuals for special tasks (consultants, etc.) is defined in the instructions on the Form (BF-1) that is used for this purpose. There are, however, the following additional requirements that must be observed:

Fees Exceeding $200 Per Day

Require the written, prior approval of the Executive Deputy Commissioner of Education. The request for such approval must outline the following:

(1) When and where services are to be performed.

(2) Description of services to be performed and copy of program, if available. If services provided are in the nature of entertainment, an explanation as to the official significance of such service is required.

(3) Description of person's background and documentation indicating how fee was determined and person's usual fee.

(4) Type and size of audience and whether an admission fee is to be charged. If a fee is charged, payment should be made from these receipts.

(5) Statement or explanation regarding any travel expenses. Travel expenses, using the State allowable rates as guidelines, will be allowed in addition to the usual fee.

The justification with the Executive Deputy Commissioner's approval noted thereon must be submitted to the Bureau of Fiscal Management with the voucher.

Fees Exceeding $500 Per Day

Require the written prior approval of the Executive Deputy Commissioner of Education and the *Department of Audit and Control*. The request for such approval must outline the following:

(1) Documentation must be submitted in advance of any commitment justifying the cost and purpose of such service. (See criteria for fees exceeding $200 per day.)

(2) Fund from which payment will be made.

(3) Total estimated expenditure.

The Executive Deputy Commissioner's approval is authorization for the program officer to seek the required *prior approval* of the Department of Audit and Control through the Bureau of Fiscal Management. These requests should reach the Executive Deputy Commissioner's office four weeks prior to the proposed service.

PROGRAM ACCOUNTABILITY REPORTING SYSTEM

The Program Accountability Reporting (PAR) System is both a cost accounting and a management information system.

As a cost accounting system, PAR allows the State Education Department to determine in a uniform and documented manner the cost of staff effort put forth on the many Federal and State programs it administers.

As a management information system, PAR allows State Education Department managers to monitor on an ongoing basis throughout the year the accumulating cost of their staff's effort by program and activity.

The "Employee Activity Record" is the basic source of information for PAR. At this time the following offices are included in the PAR system:

The Office of Elementary, Secondary and Continuing Education

The Office of Cultural Education

The Office of Higher and Professional Education

It is mandatory for each employee in these offices below the rank of assistant commissioner to accurately complete the Employee Activity Record and to submit it with the Employee Time Sheet in a timely fashion at the end of each reporting period.

The forms most commonly used in fiscal management transactions are reproduced on the following pages. For further information on the forms appearing on pages 70 through 76, contact Loren Johnson on 4-5864. Information on the forms contained on pages 77 and 78 can be obtained from Richard Gardner (4-3801) and Michael Di Virgilio (3-4965), respectively.

AC 946 (Rev. 11/70)
Print Code X

TO BE RETAINED BY VENDOR AS
EVIDENCE OF EXEMPT SALE

TAX EXEMPTION CERTIFICATE

STATE OF NEW YORK
For use only by Employees of the State of New York or its political subdivisions.

..... Date ..... 19.....

Name of Person or Firm Furnishing Services and/or Materials

.....

Address

This is to certify that I am an employee of the State of New York or one of its political subdivisions; that the services or materials purchased on the date set forth below will be paid for by the State or a political subdivision; and that such charges are incurred in the performance of my official duties.

Nature of Transactions _____

Dates of Transactions _____

State Dept., Agency or Political Subdivision _____

.....
Signature of Employee

.....
Title

NOTE: A separate exemption certificate is required from each person claiming exemption.

AC 132 (REV. 4/81)

STATE OF NEW YORK - TRAVEL VOUCHER

SEE INSTRUCTIONS ON REVERSE SIDE

Voucher No: T

Was Cash Advanced for Travel? Yes No

1 State Agency: STATE EDUCATION DEPARTMENT, ALBANY, NEW YORK 12234

2 Agency Code: 11 00

Fund to be Charged:

3 Payee Name: First Init. | Middle Init. | Last Name

4 Social Security No:

5 Negotiating Unit Code:

6 Destination:

7 Purpose of Travel:

8 Date and Time of Departure: AM PM

9 Date and Time of Return: AM PM

10 Mode of Transportation:

11 Transportation Request Used: No ☐ Yes ☐ # # #

12 Lodging Request Used: No ☐ Yes ☐ # # #

	Sub. No.	Sub. No.	AMOUNT
13 Transportation Expense:			
14 Per Diem Allowance: ____ Days @ $____ per day = $____ Total— $____ Amount of Lodging Request			
15 ____ Days @ $____ per day = $____ Total — $____ Amount of Lodging Request			
16 ____ Days @ $____ per day = $____ Total — $____ Amount of Lodging Request			
17 Meals Only: ____ Breakfasts @ $____ + ____ Dinners @ $____			
____ Breakfasts @ $____ + ____ Dinners @ $____			
18 Miscellaneous Expenses/Explanations:			
19 Total Mileage from attached AC 160: ____ miles @ ____ ¢ per mile			
Voucher Total			

PAYEE'S CERTIFICATION

I hereby certify that the above account and schedules annexed are just, true and correct; that no part thereof has been paid, except as stated therein, and that the balance therein stated is actually due and owing.

..... Signature ..... Official Title

Official Station .....

Home Address .....

City ..... Dated ..... 19.....

SUPERVISOR'S CERTIFICATION

I, the claimant's supervisor certify that this account has been examined and, to the best of my knowledge and belief, the amounts claimed therein were necessary for the performance of the claimant's authorized assignments.

..... Signature of Supervisor ..... Title

STATE COMPTROLLER'S PRE-AUDIT

Verified

L.R./T.R. Stamped

CERTIFIED FOR PAYMENT OF THE TOTAL AMOUNT

By

For Agency Finance Office Use Only

Approved ..... Authorized Signature

..... Title ..... Date

EXPENDITURE CODES - See instructions in Part IV of Accounting & Control Manual

Dept.	Fund	Year and Bill No.	MP Prog. Line	MO MO Char.	SP SUNY Char.	SO SO Obj.	Project	Appropriation Charges	ENCUMBRANCE LIQUIDATION AMOUNT	DOCUMENT NO.
11 00										

COMPTROLLER

Standard Form AC 160

STATE OF NEW YORK

STATEMENT OF AUTOMOBILE TRAVEL

(Submit with travel expense voucher)

.... Subvoucher No.

.... (Department, Commission or Other Agency)

.... Sheet No.

PAYEE..

Date	BETWEEN WHAT POINTS		Hour of Departure		Hour of Arrival		Miles Traveled
	From	To	A.M.	P.M.	A.M.	P.M.	
						Total Miles	

I hereby certify that the travel indicated was necessary and on official business of the State.

____________________________________ Signature of Traveler

AC 148 (Rev. 9/70) 000M 3/70

STATE OF NEW YORK

TRAVEL VOUCHER CONTINUATION SHEET

(See instructions on Travel Voucher — AC 132)

Voucher No. **T**

State Agency:

Sheet No.

Pay to:

Date Prepared

USE THIS FORM ONLY WHEN ITEMS ARE TOO NUMEROUS TO BE INCORPORATED ON FORM AC 132

Date 19____	ITEMS OF EXPENDITURE Specify Purpose and Means of Travel	TIME		Transportation Paid	SUBSISTENCE				Miscellaneous	Sub Vo. No.	TOTAL
		Departure	Arrival		Breakfast	Lunch	Dinner	Room or Rm. & Bd			
	CARRIED FORWARD										

COMPTROLLER

A.C. 92 Rev. (4/78)

STATE OF NEW YORK - STANDARD VOUCHER

Voucher No.

1 State Agency: STATE EDUCATION DEPARTMENT, ALBANY NEW YORK 12230

2 PAY TO:

Payee Name (Limit to 31 spaces)

Payee Name (Limit to 29 spaces)

Address (Limit to 29 spaces)

Address (Limit to 29 spaces)

City & State (Limit to 24 spaces) | Zip Code

NOTE 1. Vendor may attach invoice or bill in duplicate to this voucher. See instruction No. 7 on reverse of voucher.

NOTE 2. In cases where freight is included vendor should attach the freight receipt to substantiate charge.

Dept. Div. 11 00

3 IDENTIFICATION OF PAYMENT (Limit to 15 spaces)

Vendor: If you desire identification of payment on check stub this block MUST be completed. SEE INSTRUCTION NO. 3 ON REVERSE SIDE

4 Payee Employer Identification No. or Soc. Sec. No.

5 Comptroller's Contract No. | Period Covered by Contract Payment

6 Cash Discount ..... % ..... Days. Delivery Terms:

7

Purchase Order No. and Date	DESCRIPTION OF MATERIAL/SERVICE If items are too numerous to be incorporated in the block below use Form A.C. 93 Rev. and carry Total Forward.	Quantity	Unit	Price	Amount

8 PAYEE CERTIFICATION:
I certify that the above bill is just, true and correct, that no part thereof has been paid except as stated and that the balance is actually due and owing, and that taxes from which the State is exempt are excluded.

PAYEE'S SIGNATURE IN INK _____ Title _____

Date _____ Name of Company _____

TOTAL	
Discount %	
NET	

FOR AGENCY USE ONLY

Merchandise Received

Date

Page No.

By

I certify that this voucher is correct and just, and payment is approved.

Authorized Signature

Date Title

STATE COMPTROLLER'S PRE-AUDIT

Verified

Audited

Special Approval (as required)

CERTIFIED FOR PAYMENT OF NET AMOUNT

By _____

EXPENDITURE CODES - See instructions in Part IV of Accounting & Control Manual

Dept Div	Fund	Year and Bill No	MP Prog Line	MO MO Char	SP SUNY Char	SO SO Obj	Project	Appropriation Charges	ENCUMBRANCE LIQUIDATION AMOUNT	DOC. NO

COMPTROLLER

(INSTRUCTIONS ON REVERSE SIDE)

Approval No. 800 – _____

NEW YORK STATE EDUCATION DEPARTMENT
ALBANY, NEW YORK 12234

Prior Approval for Per Diem Services
(Form No. BF.1)

1. Requesting Office _____

2. Supervisor _____

3. Work Location/Room No. _____

4. Phone No. _____

5. Criteria for Services

- ☐ Specific expertise not available in Department
- ☐ Third party evaluation; independent program auditor; physician or other diagnostic service
- ☐ Examination proctor; expert witness or consultant
- ☐ Specific services for specific fee: honorarium (not to exceed 3 days)
- ☐ Maintenance of essential services, peak workload
- ☐ Other (Explain) _____

6. Request

- ☐ Original
- ☐ Extension

If Extension:
Original Request
Date _____

Original Approval
Number _____

7. Title Proposed _____

8. Number of Persons _____

8A. Name(s) _____

9. Justification of Need: _____

10. Specific Duties: _____

11. Inclusive Dates of Project _____

12. Method of Payment ☐ Daily Rate _____
☐ Hourly Rate _____

13. Number of Workdays _____
Hours Per Day _____

14. Total Funding Requested _____

15. Fund Charge _____

16. Recommended By: _____ (Supervisor)
Date: _____

17. Approved By: _____ (Associate Commissioner)
Date: _____

If you do not expend the total amount of funds approved above, please inform the Bureau of Fiscal Management Services so that the unexpended funds can be deobligated.

☐ Approved
☐ Disapproved

All future correspondence concerning this request should include the approval number.

APPROVAL NO.	DEPT. DIV.	FUND	YEAR & BILL ID	MP	MO	SP	SO	PROJECT	AMOUNT

ORIGINATING OFFICE—PENDING

REQUEST FOR PREPARATION OF CONTRACT

Send two copies to Bureau of Finance

TO: Office of Counsel	State in which incorporated if contractor is a corporation:

FROM:

Name of Contractor:

Address:

Send Contract To:

Purpose of Contract:

Itemization of All Services to be Furnished (Attach Schedule)

Beginning and Ending Dates of Services to be Performed:

Total Amount of Contract:

Schedule of Payments:

Charge Code:

00643—5/75—3000

AC 1214 (Rev. 6/79)
Print Code Z

APPLICATION AND ACCOUNT FOR TRAVEL ADVANCE

Account No. _____

Name (Print) _____ Business Phone No. _____

Department or Agency _____ Organizational Unit _____

I request a travel advance for:

☐ Continuing travel $ _____

☐ Occasional travel of _____ days' duration $ _____

I have read and consent to the terms and conditions set forth on the reverse side of this form.

Purpose of advance: _____

Mail check to: _____

Approved

Date _____ Signature of Applicant _____

Date _____ Signature of Supervisor _____

RECORD OF ADVANCE

Agency Action			Signature of Applicant Receipt Acknowledged	Returned		Balance
	Date	Amt. Adv.		Date	Amount	

REIMBURSEMENT ACCOUNT

Travel Voucher No.	Special Charge Vo No.	Amt Due Adv for Tr Acct	Date Sent to A & C	Comptroller's Action		Amount rec'd from Employee	Date rec'd from Employee	Paid on W #
				Amount Paid	Amount Rejected			

EMPLOYEE ACTIVITY RECORD FORM AR-1

SOCIAL SECURITY NO. _____ ORG. UNIT CODE _____ EMPLOYEE NAME _____

PERIOD NO. (S) _____ AND _____

PROGRAM NAME	CODES PROG.	CODES ACT.	1st TWO WK. TOTAL	THU.	FRI.	SAT. / SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT. / SUN.	MON.	TUE.	WED.
				REPORT CHARGES IN WHOLE AND HALF HOUR DECIMAL EQUIVALENTS											
4 MISC.	9 9	9 9													
5															
TOTALS:															

PROGRAM NAME	CODES PROG.	CODES ACT.	2nd TWO WK. TOTAL	THU.	FRI.	SAT. / SUN.	MON.	TUE.	WED.	THU.	FRI.	SAT. / SUN.	MON.	TUE.	WED.
7 MISC.	9 9	9 9													
8															
TOTALS:															

EMPLOYEE'S SIGNATURE _____ REVIEWED AND APPROVED _____ SUPERVISOR'S SIGNATURE _____ SUPERVISOR'S TELEPHONE _____

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